

NUMBER: FCMN 1.05
SECTION: Facilities Planning and Programming
SUBJECT: Leasing "Lease-outs" of State-Owned Property to Non-University Parties
DATE: March 21, 2007
REVISED: October 13, 2014
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Derrick Huggins
Issued by: Facilities Planning and Programming

I. Policy

South Carolina Code section 1-11-55 and Regulation 19-445.2120 require that the Budget and Control Board's Office of General Services approve all rental and leasing of state-owned real property (referred to as "lease-outs").

II. Procedure

- A. Departments proposing to lease University space to non-University parties must send a written proposal to Facilities Planning and Programming providing the following information:
1. A brief description of the property including building name, location and type of property (office, classroom, laboratory, auditorium, warehouse, etc.), and if known, building number and specific room numbers to be leased out.
 2. The proposed terms of the lease including the proposed lease cost per square foot, leaseholder, dates, and responsibility for utility, custodial and maintenance costs.
 3. A concept statement and objective of the proposed lease that addresses how leasing out the property will fulfill a need by faculty, staff, students, the general public, and/or clients of the University. Also, describe how the lease-out will help fulfill the mission of the University.
 4. A University sponsor must be identified and approval must be given by the appropriate Vice-President or Provost for the area to whom the space is assigned. The sponsor will serve as the department contact and will be involved throughout the lease-out process.
- B. Facilities Planning and Programming will review and process the information and obtain any other required approvals and notify the appropriate requesting parties. The process

may include:

1. Notifying the Office of General Services for lease-outs exceeding \$100,000 annually in accordance with the South Carolina code section 1-11-55.
 2. Determining that the University should make the lease space available through a competitive RFP process and receive multiple offers from prospective tenants to establish a lease-out most advantageous to the University.
 3. Determining that there is a need for the University to utilize the space for its purposes.
- C. Proceeds from leasing University educational and general space will revert to a central University account.
- D. Facilities Planning and Programming will draft the final lease for review by the University Department and the tenant. The contract will be reviewed and executed by the University Office of General Counsel.
- E. The following lease-outs do not require approval through this process:
1. University-owned student housing/dorm space;
 2. Parking spaces in University-owned garages or lots;
 3. University-owned lecture halls;
 4. Theaters, coliseums, athletic areas, recreation areas;
 5. Other areas for periods of less than seven days;
 6. University-owned box or other seats.
- F. For more information about lease-outs call Facilities Planning and Programming, Property Manager, at 777-3620.

III. Reason for Revision

Policy revisions are needed due to departmental reorganization, departmental name changes, and to comply with increased oversight of Lease-Outs.