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**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: FACILITIES - LEASING

Code: GG0107

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Policy Reference: G0100, Facility Planning and Contractual Expenditures

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It shall be the policy of the administration to provide a safe environment for all people -- students, instructors, staff, and public. Toward that end, all physical facilities, owned or leased, shall comply with building codes, and no temporary or partial occupancy of any facility will be permitted until an occupancy permit has been obtained.

1. Authorization for additional leased facilities shall be approved by the board, the president, and the vice president of Administrative Services prior to any negotiation or agreement with a second party.
2. The said agreement for leased facilities shall be negotiated by the vice president and general counsel or designee and shall be signed by him/her and/or the president.
3. The vice president of Administrative Services or his/her designee will make application for and receive an occupancy permit from the appropriate governmental agency.

The occupancy permit shall be kept on file in the office of the vice president of Administrative Services.

4. Compliance with codes, including occupancy limitations, shall be the responsibility of the senior director of Facilities and districtwide manager of risk.

A copy of the occupancy permit shall be on display, in an appropriate area, in each facility.

NOTE: State Board must approve all facility leasing.

Office of Responsibility: Administrative Services Division