



## Administrative Procedure

### Chapter 6 – Business and Financial Services

#### AP 6500 – PROPERTY MANAGEMENT

---

##### **Management of Real Property**

The Executive Operations Officer shall be responsible for supervising and executing, in accordance with this administrative procedure, acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting; and other special assessments; and the condemnation of real property.

The Executive Business officer shall be responsible for review and execution of all real property acquisition contracts with regard to financing requirements, financial obligations, payments streams, and budget capacity and compliance.

The Executive Operations Officer shall be responsible for ensuring the effective planning for building, maintaining, upgrading, and replacing physical resources such as facilities, equipment, land, and other assets in a manner that assures effective utilization and the continuing quality necessary to support its programs and services as stated in District institutional plans. Long-range capital plans shall reflect projections of the total cost of ownership of new facilities and equipment and be integrated with the District's Strategic, Educational, and each College and District Facilities Strategic Plans.

##### **Use of Real Property by Third Parties**

Whenever real property owned by the District is not needed for educational purposes, under the supervision of the Executive Operations Officer, the District may grant the use of such property either under a Civic Center Permit in accordance with board policies and related administrative procedures, or by lease or permit for use in accordance with board policies and related administrative procedures. All uses of District facilities which include fair rental fees shall be on a form designed by the Chancellor or designee. All civic center permits, leases, permits for use, or sales of property shall be made in conformance with law and with policies of the Board of Trustees.

##### **Insurance on Lease**

Lessee of District facilities shall provide evidence of public liability, property, and worker's compensation insurance adequate to protect the District against any liability resulting from Lessee's use of the facility. Lessee's insurance policies shall name the District as additional insured and shall conform to dollar limits and other requirements set forth in board policies and related administrative procedures and as determined by Finance and Business Services division.

##### **Violation of Lease**

The District, at its discretion, shall have the right to cancel and terminate any lease immediately and without notice upon its discovery of a violation of any term, condition, or provision of the lease and/or any of the general terms and conditions for using District facilities as set forth in board policies and related administrative procedures on the part of the Lessee, unless otherwise

agreed in writing. Should any such violation occur, the District, at its discretion, shall have the right to deny any future requests by the Lessee for the lease of District property which is the subject of this lease, or for any other District property or facilities.

Reference: Education Code Section 70902 and 81300 et seq.

---

**Approved:** 9/13/24

**Revised:**

*This is a new procedure.*