
SECTION 24 – PROPERTY MANAGEMENT

Policy Sequence 24-000

Overview of Services*Policy # 24-000.1*

The Foundation Property Management Department is charged with the day-to-day maintenance operations of the Foundation Building and interfacing with off-campus project office personnel on site leasing/maintenance issues. Additional services may include the management and/or disposition of Foundation owned real and personal property.

Leasing Process*Policy # 24-000.2*

As the need for off-campus space arises, the Director of Property Management is available to assist Project Directors (or their designatee) in the search for a location to meet the specific space requirements.

The Foundation Building offers office space to both the general public and campus community with leasing being negotiated through the Property Management Department.

The Foundation enters into leases on behalf of Projects and Campus Program accounts. A Lease may be for property or equipment. In either case, the lease **MUST** be signed by the appropriate Foundation officer authorized to obligate the Foundation. Under normal circumstances, a lease will only be entered into for a term not to exceed the length of the funding for the leased item or premises.

Real Property Leases

The Foundation may lease facilities off campus for certain Projects of Campus Program accounts. Property leases must be approved and signed by an officer of the Foundation capable of signing for the Foundation and entering into the lease. No one other than the appropriate Foundation Officer can obligate the Foundation or sign a lease or rental agreement for real property.

The Foundation should be involved at an early stage in the search for the premises. The Foundation will aid in the negotiation of the lease as necessary and review all document prior to signing. It is highly recommended that the Foundation Property Manager be involved at the earliest stage of the search for property to lease.

All Foundation purchasing requirements must be adhered to during the leasing process. A completed purchase order must be obtained in advance of any monies being paid to a landlord, property management company or leasing agent.

Equipment Leases

As in real property, equipment leases must be approved and signed by an officer of the Foundation capable of signing for the Foundation and entering into the lease. All Foundation purchasing requirements must be adhered to during the leasing process. A completed purchase order and signed lease agreement must be obtained in advance of allowing the delivery of any equipment to be leased or rented.

It is the policy of the Foundation to ensure that all of our services, facilities, privileges, advantages, and accommodations are meaningfully accessible to qualified persons with disabilities in accordance with the *Americans with Disabilities Act (ADA)*.

We will provide persons with disabilities an equal opportunity to participate in or benefit from all services as afforded to all other individuals. This will be done in the most integrated setting appropriate to the needs of the individual with a disability. Only where it is absolutely necessary will the Foundation provide benefits, services, etc. separately to persons with disabilities. The Foundation will not use standards, criteria, or methods of administration in our operations that screen out, exclude, or discriminate based on disability.

The Foundation is committed to making reasonable modifications in its policies, practices, and procedures, to afford equal opportunity under the law to the facilities and services we offer. Where it is readily achievable, architectural and communication barriers will be removed pursuant to applicable law. New structures and alterations will comply fully with all accessibility requirements pursuant to applicable law. Auxiliary aids and services, as appropriate to the individual and required by the *ADA*, will be provided at no cost to the individual.

The Foundation is also committed to not discriminating against any person who is related to or associated with a person with a disability. The Foundation will follow any state or local law that provides individuals with disabilities greater protection than the *ADA*.

This policy applies to all services, privileges, advantages, or accommodations offered by the Foundation either directly or through contractual licensing, or other arrangements.

This policy is neither exhaustive nor exclusive. The Foundation will take all other actions necessary to ensure equal opportunity for persons with disabilities in accordance with the *ADA* and all other applicable federal, state, and local laws.