

**FOSTER-GLOCESTER SCHOOL DISTRICT  
Glocester, RI**

**CENTRAL OFFICE SPACE**

**PURPOSE:**

The purpose of this policy is to establish guidelines for acquisition and lease of office space for use by the Regional Central Offices.

**PHILOSOPHY:**

The Region requires office space to conduct administrative activities, which include but are not limited to, Central Office Administration and Business Office services.

The Region, which does not currently own office space, must seek to lease office space.

The Region recognizes the need to compensate a property owner for the office space according to fair market value.

**POLICY STATEMENT:**

The Superintendent will identify a property appropriate for housing Regional Central Offices. This property must be located in either the Town of Foster or Glocester.

Each year, the Superintendent will assess the local market to determine the fair market value per square foot for office space.

The Superintendent will negotiate a formal lease agreement with the owner of the property on a regular (e.g., yearly) basis. This agreement will provide a description of the property detailing the square footage of the office space to be leased along with stipulations regarding which party (lessor or lessee) will be responsible for paying for which utilities. In no case will the Region pay more than fair market value per square foot for the lease of the property.

The formal lease agreement, including costs of the rental and location of the facility, are subject to ratification by the School Committee on a yearly basis.

Each year the cost of the lease will be clearly indicated within the Regional budget document as a separate line item.

**NOTE:** Although it is at this time appropriate for the Region to lease Central Office space from the Town of Glocester, nothing in this policy is to be construed that this is a permanent or mandatory arrangement. The Region may seek alternate space from an alternate property owner at any time to meet the evolving needs of the Region.

1 <sup>st</sup> Reading:	September 2, 2003
2 <sup>nd</sup> Reading/Adoption:	October 14, 2003
Revised 1 <sup>st</sup> Reading:	December 3, 2002
2 <sup>nd</sup> Reading/Adoption:	January 7, 2003