

**CENTRAL CALIFORNIA CONFERENCE
OF SEVENTH-DAY ADVENTISTS
PROPERTY MANAGEMENT DEPARTMENT**

SCHOOL LEASE AGREEMENT INSTRUCTIONS

Step One: School Board Approval

The Central California Conference (CCC) Property Management Department requires the local School Board recommend to the CCC approval of all new/renewal leases of School property/facilities. Lease terms must be voted to recommend to the CCC for approval. Forward the signed minutes of the School Board Meeting (showing the motion and vote taken) to the CCC Property Management Department at the address shown in Step Four.

Step Two: Prepare Three (3) Identical Lease Agreements (NOT photocopies)

Three (3) identical Lease Agreements (obtained through the CCC website Property Management Department page at www.cccpropertymanagement.adventistfaith.org) must be prepared. After careful completion of all 3 identical Lease Agreements, please obtain original signatures of the Tenant(s), Principal and Board Chair on the signature page of each Lease Agreement. Forward all 3 signed Lease Agreement originals to the CCC Property Management Department for approval and signature at the address shown in Step Four.

Step Three: Tenant Requirements

1. If the Tenant is a tax-exempt, charitable organization, then before the Lease Agreement is signed by the CCC, the Tenant must provide a copy of its letter from the Internal Revenue Service confirming this fact.
2. If the Tenant is a tax-exempt, charitable organization, then in order to protect your School's property tax exemption, the Lease Agreement requires the Tenant to take the steps necessary to prevent the Tenant's use of the premises from causing the premises to lose its property tax exemption. During the Lease term, the CCC Accounting Department will contact your School at the appropriate times to assist you with this. **IT IS EXTREMELY IMPORTANT, IN ORDER TO PROTECT YOUR SCHOOL'S PROPERTY TAX EXEMPTION, THAT YOU TIMELY RESPOND TO INQUIRIES FROM THE ACCOUNTING DEPARTMENT.**
3. If the Tenant is NOT a tax-exempt, charitable organization, then your School may lose all or a portion of its property tax exemption, depending on the portion of your School being used by the Tenant under the Lease Agreement and the frequency of that use.

4. The Lease Agreement requires that the Tenant carry a minimum of \$2,000,000 general liability insurance coverage. The Certificate of Insurance showing \$2,000,000 general liability insurance coverage must name **Central California Conference of Seventh-day Adventists, P.O. Box 770, Clovis, CA 93613-0770**, as Certificate Holder and Additional Insured. This will protect the Tenant, as well as your School and the CCC, from any covered liability during the Lease term.

Step Four: Approval by Central California Conference Property Council

Forward (a) all 3 signed Lease Agreements, (b) Certificate of Insurance, (c) copy of Tenant's Internal Revenue Service letter (if applicable), and (d) signed School Board Meeting Minutes to: **Central California Conference of Seventh-day Adventists, Property Management Dept., P.O. Box 770, Clovis, CA 93613-0770**.

Step Five: For Your/Tenant Files – Return of 2 Signed Lease

Two (2) fully-signed Lease Agreements will be returned to you: one for your School files and the other for your Tenant's files. The CCC will retain one original Lease Agreement in our vault file.