

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Fiscal	F		260
Subject Title Leases	Adopted 10/27/97	Last Revised 3/28/16	Reviewed 9/19/05; 9/25/06; 8/20/07; 12/22/08; 12/21/09; 12/27/10; 1/23/12; 3/25/13; 3/24/14; 3/23/15; 3/28/16; 05/22/17

POLICY

Application

This policy shall apply to all leases of The Right Door for Hope, Recovery and Wellness.

1.0 Building

- 1.1 Building leases shall not exceed fair market rental value.
- 1.2 Leases shall be reviewed by an attorney prior to the execution of the lease agreement.

2.0 Vehicles

All vehicle lease agreements entered into by the agency shall be prior approved by the Board.

3.0 Equipment

Leases for equipment shall be prior-approved by the Board and should be inventoried and tagged under the same procedures as equipment owned by the agency except that such items will not be included in the Fixed Assets Inventory listing.

4.0 Signing Authority

The Board empowers in its Chief Executive Officer, the authority to sign lease agreements after they are approved by the Board.

Melissa McKinstry, Board Chairperson	Date		