

# Dallas School District 2

Code: **DFB-AR**  
Adopted: 8/26/02  
Readopted: 11/13/06

## **Sale or Leasing of Surplus Building and Site Space**

Real property shall remain in District ownership unless long range studies and community input clearly indicate that future school use is unlikely and it is advantageous to the District to dispose of the property.

In the event of a decision to sell a real property, competent appraisals shall be obtained, a period of not less than 90 days shall be established for receiving offers to purchase, area-wide advertising shall be required, and a local realty firm shall be appointed by the School Board to handle the sale.

In the event of a decision to hold a real property for future District use and it is determined that the property or portions of that property are suitable for leasing, consideration shall be given to:

1. uses which do not detract from the areas in which the property is located;
2. uses which do not render the property unsatisfactory for reconversion to a school or District educational activity;
3. uses which can be accommodated in a maximum five (5) year lease with a renewal option cancelable if the property is required for a school purpose;
4. controlling, by required prior approval, any modification to the property by the lessee;
5. establishing rental fees which guarantee the costs of operation, maintenance, the usual updating of the property and developing a contingency reserve.

Any funds generated from the sale or long term lease of building and site space will be placed in a Special Revenue Fund. This excludes community use of facilities and equipment as governed by Board policy KG - Community Use of School Facilities and Equipment and administrative regulation KG-AR - Community Use of School Facilities and Equipment. This Special Revenue Fund will be used for maintenance of existing facilities or building new facilities. Use of these funds for operation will occur if the Board approves a request to move funds from the Special Revenue Fund to the General Fund for operations.