

## **Section 3000 – Fiscal Management**

3340-R      Fees, Payments, and Rentals (Cf. 9250)

3340-R

### Rental and Leasing of District Property

Responsibility for the maintenance of the property and payment of utilities and any taxes that may be assessed against said property shall be subject to the terms of the lease agreement.

The Business Services Division, with the assistance of legal counsel, shall prepare or review all lease agreements.

### Income from Sales and Service

All projects undertaken by students and staff shall avoid competition with local businesses to the best extent possible.

The following rules and procedures shall apply to projects undertaken in the District's shops and facilities:

1. Customers shall sign any necessary application and release forms required by the school,
2. If an automobile is to be wrecked, the registration must be checked,
3. In auto shop, the welding of gasoline tanks and installation of glass is prohibited,
4. All individuals and outside groups may be asked to pay an estimated cost of materials and parts before the work begins. Adjustments shall be made at the time of final billing,
5. Payment or arrangement for payment for all parts or materials and services shall be made before releasing the product to the client,
6. Employees or students shall not receive tips or any other financial benefit because of work projects undertaken, unless a part of the student's Individualized Educational Plan.

Rules Accepted:      June 29, 2009