

SAP 41.01.01.T0.01 Real Property

New/Approved: February 27, 2017
Next Scheduled Review: February 27, 2022



Procedure Statement

This procedure establishes the process for the acquisition, disposition and lease of Tarleton State University's (Tarleton) real property.

Reason for Procedure

This procedure implements System Policy 41.01, Real Property and System Regulation 41.01.01, Real Property. It provides guidance for the acquisition, rental, lease, and license of real property for the benefit of the university and its faculty, staff, and students.

Procedures and Responsibilities

1. RESPONSIBILITY FOR UNIVERSITY PROPERTY
 - 1.1 The Vice President for Finance and Administration (VPFA) or his/her designee is responsible for ensuring the care, maintenance, and safekeeping of university land, buildings and other improvements.
2. MANAGEMENT OF PROPERTY
 - 2.1 The VPFA will manage Tarleton's real property with the exception of responsibilities delegated to the Provost in section 2.2. Exceptions to the delegation will be approved by the President.
 - 2.2 The Provost or his/her designee will be responsible for utilization of classrooms and laboratories and the resultant Space Utilization Efficiency number created by the utilization of these classrooms and laboratories.
3. ACQUISITION OF REAL PROPERTY
 - 3.1 All efforts to acquire land, property, or other real property will be facilitated by the VPFA or his/her designee. This effort will be coordinated by the Director of Risk Management and Compliance through the System Real Estate Office.

4. GIFTS AND BEQUESTS OF REAL PROPERTY

- 4.1 Offers to give, donate, transfer title of real property to the university will be processed by the Vice President for Advancement and External Relations or his/her designee in coordination with the VPFA.

5. DISPOSITION OF UNIVERSITY REAL PROPERTY

- 5.1 All efforts to dispose of university real property will be managed by the VPFA.

6. LEASING OF REAL PROPERTY FROM THIRD PARTIES (including residential and storage facilities)

- 6.1 All efforts to lease real property from third parties will be managed by the VPFA or designee. The management of leased property will be that of the VPFA or designee.

7. INTRA-SYSTEM LEASE AGREEMENTS

- 7.1 Will be negotiated and approved by the VPFA.

8. LICENSES (temporary use/rental of facilities)

- 8.1 The VPFA or designee will develop and manage the procedure for renting to third parties for the use of university facilities and space.
- 8.2 The VPFA has the authority to execute and deliver licenses for the temporary or periodic use by the member of a third party's real property. The rental to third-parties will be administered by the Director of Conferencing and Event Services. The form of all licenses of a third party's real property must be approved by the Office of General Counsel (OGC) for legal sufficiency.
- 8.3 All third parties using university facilities must comply with established rules and procedures including to, but not limited to, providing proof of insurance at required levels, adhering to Tarleton's procedures related to programs for minors, and executing the third-party agreement.

Related Statutes, Policies, or Requirements

System Policy 41.01, [Real Property](#)

System Regulation 41.01.01, [Real Property](#)

Tarleton SAP 51.99.99.T0.01, [Facility Use Fee](#)

Contact Office

Risk Management and Compliance
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