



Administrative Regulation 3271 RENTAL OR LEASE OF TEACHERAGE

Responsible Office: Office of Business & Finance

REGULATION

1. When a teacher is permitted to reside in a teacherage owned by the school district, the teacher shall be required to sign a rental agreement with the Washoe County School District.
2. The Chief Officer, Capital Projects & Facilities Management, shall be authorized to provide the agreement form and to sign the rental agreement.
3. In the case of a teacherage not being occupied by a teacher, the Chief Officer, Capital Projects & Facilities Management, in consultation with the principal of the area, may sign a rental agreement with a classified employee of the school district or any other responsible individual.

4. Schedule of Payments:

a. Gerlach Mobile Homes:

Double-wide, three-bedroom mobile home.	\$350 per month
Two-bedroom mobile home	\$250 per month
Mobile home space	\$ 60 per month

5. Payment of Rent:

- a. Payment shall be made in advance on a monthly basis according to the terms of the rental agreement.

6. Inspections:

- a. At reasonable times during any rental period and at the conclusion of each rental period, the principal of the school in the area of the teacherages and the Plant Facilities Administrator shall inspect the teacherages. Any damages observed at any of these inspections, other than normal wear and tear, shall be reported to the Assistant Superintendent, Capital Projects & Facilities Management, together with an estimate of the costs of repairing the damages.
- b. Fire damage shall be reported immediately to the Chief Officer, Capital Projects & Facilities Management, who will see to the necessary actions in

conformity with the fire insurance policies held by the Washoe County School District.

7. Payment for Damages:

- a. A deposit equal to one (1) month's rent is required as a prepayment for possible damages to a rental unit. Claims against this deposit will be made by the Chief Officer, Capital Projects & Facilities Management, if it is necessary to record damages reported by the Plant Facilities Administrator. Should damage exceed the required deposit, an additional claim shall be made to recover the total cost of the damage.
- b. If there are no damages to a teacherage, the damage deposit will be refunded to the renter at the conclusion of the rental period.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.
- 2. This regulation complies with Board Policy 3271, Rental or Lease of Teacherages.

REGULATION HISTORY

Date	Revision	Modification
1-09-1968	1.0	Adopted
5-28-1968	2.0	Revised
5-27-1969	3.0	Revised
2-08-1977	4.0	Revised
6-15-1984	5.0	Revised
5-12-1992	6.0	Revised
11-11-1997	7.0	Revised