



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Facilities Management  
Issue/Revision Date: 12/01/2017

## **Approval of Leases and Easements**

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Policy:

Summary/Purpose: Facilities Management must review all proposed easements and leases involving University property before they may be signed.

Facilities Management must be contacted to initiate any lease or easement involving University properties in order to avoid conflicts and properly coordinate with existing utilities, site boundaries, adjacencies, and the campus master plan, among other considerations.