

**GUIDELINES FOR LEASE AGREEMENTS
FOR INSTRUCTIONAL AND OTHER PHYSICAL FACILITIES
IN PROPRIETARY SCHOOLS OPERATING IN RHODE ISLAND**

When a proprietary school operating under the Board of Governors' *Regulations Governing Proprietary Schools in Rhode Island* makes arrangements with another entity to provide instructional space or other physical facilities, a lease agreement signed by the chief executive officer of each of the entities (i.e., the school and the provider of space) must be provided to the Board of Governors for Higher Education. The lease agreement must clearly outline all aspects of the arrangement, the services, equipment and facilities to be provided by each entity, and the effective dates of the agreement.

SCHOOL APPLYING FOR INITIAL APPROVAL: As part of the application packet, a school applying for initial approval must provide a copy of the lease agreement and copies of certifications from the deputy fire marshal, the local building inspector and the state health department* that the school plant adheres to the regulations as established by these agencies. It must also supply certification from the state building commission regarding accessibility under the Americans with Disabilities Act (ADA).

APPROVED SCHOOL CHANGING PHYSICAL LOCATION: In addition to supplying a copy of the lease agreement, an approved school must provide copies of fire, building, health* and ADA certifications and receive prior approval from Commissioner of Higher Education before making any change in physical location. (See the section on *Prior Approval for Changes* in the regulations.)

STANDARD 9: SCHOOL FACILITY: When the lease agreement is in effect, all of the provisions of the regulations must continue to be met. In particular, the instructional location must meet all the requirements of *Standard 9: School Facility*.

CONTENTS OF LEASE AGREEMENTS:

- **DESCRIPTION OF PHYSICAL FACILITIES.** Describe in detail the classroom and/or laboratory spaces and other physical resources to be supplied (e.g., restrooms, break rooms, parking facilities).
- **INSTRUCTIONAL RESOURCES.** Describe any instructional equipment, instructional support personnel, and library facilities, to be provided by the lessor at the instructional site.
- **EFFECTIVE DATES OF THE LEASE AGREEMENT.** Describe the effective dates of the agreement, renewal provisions and other related matters.
- **OTHER PROVISIONS.** The school may also wish to consult its legal counsel (or other appropriate professional) to ensure that all of the provisions in the lease agreement are correct and complete.

NOTE: A site visit by RIOHE staff is required before any instructional site or physical facility will be approved.

* Inspections by the Rhode Island Department of Health will be dependent upon the availability of inspectors. However, some programs (e.g., cosmetology programs) require health inspections. Schools should check with the RIOHE to determine whether a health inspection is required.