**PUBLIC CHARTER SCHOOL LEASING REQUIREMENTS**

**Title:** Acquisition of Real Property by Lease for Use as Public School

**Authority:** Education Article §§4-115(b) Annotated Code of Maryland

**Purpose:** The following requirements shall be followed by local school systems to obtain the State Superintendent's approval of certain school real property leases.

**Applies to:** Rental of private or publicly-owned real property by a school system or by a charter school for use as a public school building.

**Exceptions:** Renewals of leases previously approved by the State Superintendent do not require approval.

**Procedures:**

1. Requests for approval shall be in writing from the local school system or, for charter schools, from the local school system chartering authority.

2. The local school system shall inspect and approve the site for use as a public school prior to submission of the request for approval to the State Superintendent.

3. The local school system or charter school shall obtain all approvals required by the fire marshal and other State and local agencies prior to submission of the request for approval to the State Superintendent.

4. The Maryland State Department of Education may inspect the site and may require review by other State agencies as a part of its evaluation of the lease.

5. The State Superintendent shall approve or disapprove all applicable leases in writing.

6. If the State Superintendent disapproves a lease, the Superintendent shall state the reasons for disapproval in writing.

7. Requests for approval shall be addressed to:

   Barbara J. Bice, R. A.
   Chief, School Facilities Branch
   Maryland State Dept. of Education
   200 West Baltimore Street
   Baltimore, Maryland 21201
Information to be submitted:

1. Formal request for approval of lease including:
   a. Description of school (enrollment, grades, etc.)
   b. Justification for Lease
   c. Local Board of Education site approval (actions taken, dates)

2. Copy of lease including:
   a. Name and addresses of parties to the lease
   b. Location of property to be leased, including map if available
   c. Description of property to be leased, including floor plans if available
   d. Description of school uses in leased property
   e. Duration of lease
   f. Cost of lease
   g. Any special conditions in lease

For further information please contact:

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