

System Regulation 41.01.01

TYPE	MEMBER	SREO	OGC
LEASE of SYSTEM PROPERTY:			
Lease of System Property to Third Party (<u>not</u> residential lease to employee) (Reg 41.01.01, §5.1)	Handled by SREO and OGC	SREO negotiates/approves terms and conditions and retains copies (§5.1)	OGC prepares/approves lease agreement (§5.4)
Lease of System Property to employee in connection with official duties (§5.2)	Member handles if: a. Term does not exceed 2 years; b. Property in Texas; & c. <u>Using OGC approved form.</u> Otherwise contact SREO (§5.2)	Not required to be sent to SREO if using OGC prepared/approved form <3 years old and requirements of §1.6 and §5.2 are met.	OGC approval/review not needed if using OGC prepared/approved form <3 years old and requirements of §1.6 and §5.2 are met.
Use of space by another TAMUS member	Handled by Member if on <u>OGC approved Intrasystem Agreement form.</u> Otherwise contact SREO (§11)	Not required to be sent to SREO if using OGC prepared/approved form (§11)	OGC approval/review not needed if using OGC prepared/approved form (§11)
LEASE from THIRD PARTY:			
Leases over 2 years OR rent more than \$50,000/year	Handled by SREO and OGC	SREO negotiates terms and conditions and retains copies (§6.1/§6.2)	OGC prepares/approves lease agreement (§6.1/§6.2)
Leases of property not to exceed 2 years and rent not to exceed \$50,000/year (§6.2)	Member handles if: a. Term does not exceed 2 years; b. Property in Texas; c. Rent does not exceed \$50,000/year; & d. <u>Using OGC approved form.</u> Otherwise contact SREO (§6.2)	Not required to be sent to SREO if using OGC prepared/approved form <3 years old and requirements of §1.6 and §6.2 are met.	OGC approval/review not needed if using OGC prepared/approved form <3 years old and requirements of §1.6 and §6.2 are met.
Apartment leases	To be in the name of and signed by individual renters when possible.	Depends on terms - see above.	Depends on terms - see above.
LICENSES & PERMITS of SYSTEM PROPERTY: See §12.1 for details.	Member handles if: a. Term does not exceed 1 year; b. Property in Texas; c. Fee does not exceed \$50,000; & d. <u>Using OGC approved form.</u> Otherwise contact SREO (§12.1)	Not required to be sent to SREO if using OGC prepared/approved form <3 years old and requirements of §1.6 and §12.1 are met.	OGC approval/review not needed if using OGC prepared/approved form <3 years old and requirements of §1.6 and §12.1 are met.
LICENSES & PERMITS from THIRD PARTY PROPERTY: “temporary or periodic use” ** See §12.2 for details.	Member handles if: a. Term does not exceed 2 year; b. Property in Texas; c. Fee does not exceed \$50,000/year; & d. <u>Using OGC approved form.</u> Otherwise contact SREO (§12.2)	Not required to be sent to SREO if using OGC prepared/approved form <3 years old and requirements of §1.6 and §12.2 are met.	OGC approval/review not needed if using OGC prepared/approved form <3 years old and requirements of §1.6 and §12.2 are met.

**Hotel/Facility use agreements are not considered a real property “License” – they are considered a business contract and should be sent to OGC’s business unit for review if total value is \$100,000 or more. OGC recommends using Facilities Use Agreement Addendum with Hotel/Facility use agreements.