



Texas Conference of Clubs, Inc.

Land Lease Procedure

Procedure 10-01

The following procedure is to be adhered to in all instances when the land site is to be leased to any club, organization or individual, whether or not proposed Lessee may be a member of the Texas Conference of Clubs.

1. All requests for the lease of the land site are to be directed to the Chairman of the Land Management Committee. This Committee shall recommend that such requests be either approved or disapproved in accordance with the provisions of Article IX, Section 1, Paragraph (a) of the Articles of Agreement. Preference shall be given to established events, such as Lone Star, and/or events hosted by the member clubs of the Conference, such as Rosebud. The Land Management Committee shall make its best effort to see that the land site is in satisfactory condition prior to it being leased out, and in the event it is not, shall notify the Conference and Lessee of what needs to be done prior to it being made available to Lessee.
2. The Land Management Committee makes no guarantee for special needs or conditions Lessee desires at the time of leasing.
3. Lessee is responsible for inspecting the property and making any request to the Land Management Committee at least one week prior to the Activity Weekend proceeding the lease period.
4. The Land Management Committee shall inform the Conference, through the Secretary, as to its recommendation. The lease request shall then be considered at the next regularly scheduled meeting of the conference, except that in the event the date requested is prior to the meeting, it will be left to the discretion of the Officers of the Conference to approve or disapprove the request. If the request is disapproved, no further action shall be required. If the request is approved, the following additional action shall be required.
5. The Secretary shall prepare two (2) copies of the proposed lease agreement and forward to the Lessee, Land Management Committee Chairman and Conference Chairman for the necessary signatures. After all signatures have been obtained, the Secretary shall furnish Lessee one (1) copy of the lease and shall retain one (1) copy for file.
6. Any lease agreement signed shall be considered non-binding upon the Conference until the deposit, in the prescribed amount, has been received by the Conference.
7. All deposits received shall be forwarded to the Treasurer for deposit in the Conference bank account. The Treasurer, upon receipt of the Financial Accounting Form and the full "Use Fee" due the Conference, and after being notified by the Land Management Committee that the premises have been returned to the Conference in satisfactory condition, shall arrange for return of Lessee's deposit in a timely fashion.

*Adopted: July 26, 1997*