

## LEASES AND RENTALS

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### POLICY

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All lease and rental agreements in the Hamlet's name must be pre-approved by SAO and follow standard leasing and rental procedures.

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### DEFINITIONS

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"Hamlet" means Hamlet of Enterprise

"SAO" means Senior Administrative Officer

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### GUIDELINES

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1. All leases and/or rentals (including vehicle rentals):
  - 1.1. must be pre-authorized by the SAO.
  - 1.2. must accompany a signed rental agreement that includes appropriate liability insurance (or insurance coverage is provided elsewhere).
2. Vehicle rental charges including vehicle rental, mileage, gas and insurance charges will be paid by the Hamlet when pre-approved.
3. Funding for all leases and/or rental costs must be identified and recognized as acceptable expenditure under the funding guidelines.

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### ATTACHMENTS

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N/A

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### REFERENCES

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