**Section 1510.130 Long-Term Space Rental and Extended Contracts**

Prior to entering into any rentals requiring long-term relinquishment of space (i.e., either office, classroom or assembly areas), a letter prepared by the armory manager will be forwarded through military channels to the Assistant Adjutant General – Army, Department of Military Affairs, hereinafter referred to as DMAIL, for review of impact on the Illinois National Guard mission by the loss or reduced availability of the space (e.g., interference with training or operations). The Assistant Adjutant General – Army will advise the Adjutant General on suitability of the rental. Armory rental, vending machine contracts or concession contracts cannot be for more than one year. Charges for these contracts will be computed for the entire rental period when the contract worksheet (see Section 1510.Appendix A) is prepared, and the lessee will submit payment for at least one month's use when the contract is signed. All charges for succeeding months use will be paid within 15 days after receipt of a monthly billing from the Office of the Adjutant General.