**Section 1510.300 Lease Procedures and Preparation of Paperwork**

In order to initiate the rental of an armory, the interested party should contact the armory manager who will prepare an Armory Rental Contract Worksheet (DMAIL Form 22) for each lease. See Section 1510.Appendix A. Rent, operating costs, security and clean-up costs, and any additional costs will be computed and recorded on the worksheet, but the armory manager will not collect monies from the lessee. The armory manager will brief the lessee on the rental and insurance requirements. The worksheet will then be forwarded to the Administrative Assistant at the Office of the Adjutant General where, if the proposed rental is approved, a contract will be drafted and sent to the lessee for approval and signature.