



BOARD POLICY

BOARD POLICY SERIES NUMBER: 307

TITLE: USE OF EQUIPMENT

College-owned property is to be used and remain on campus or at an authorized outreach center. College-owned property may be used at college sponsored off-campus activities with the appropriate approval from a Vice President, Dean, or Director authorization. Written records of the use will be maintained. A college employee must be responsible for the college property including pickup, set up, strike and return. Exceptions may be approved with prior written permission by the College President or Vice President of Administrative Services.

Privately-owned property may be used after completing a written agreement with the College. Under this agreement the college pays a rental fee. Voluntary use of private tools/equipment is acceptable. The college is not responsible for breakage or loss of any privately-owned property unless agreed to before usage occurs.

All equipment valued at \$5,000 or above is inventoried by building and room. Small valued but attractive equipment, i.e. computers are inventoried also. Designated IT and media equipment is not to be moved from one room to another without the consent of the appropriate supervisor.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 03/09/10 by Board

DATE OF LAST REVIEW: