

TITLE: USE OF COLLEGE FACILITIES AND EQUIPMENT

As a public educational institution, it is important that it be clearly understood that the facilities and equipment of the college exist for instruction, general operations and other such endeavors as benefit the total college district for community service.

Conditions for use of college facilities and equipment are:

1. The use of college facilities and equipment for the financial benefit of any employee is prohibited.
2. Personal vehicles and equipment are not to be housed at any time in any college building except when scheduled for work in a regular program of instruction such as Auto Service, etc. Said items are on the premises at the risk of the owner.
3. The use of any college vehicle or equipment away from campus for personal use is not permitted except when approval in writing by the administration is granted. Approval shall be based on mutual advantage to the college, community service, or other meritorious reason. Protection to the college for insurance, liability, incurred expense, damage and wear and tear shall be assured in writing when deemed necessary by the administration.

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