

Policy: Use of College-owned Equipment

Responsible for Policy: Facilities

Policy Number: F-5

Most recent approval date: July 2015

Policy Statement

All Finger Lakes Community College employees must abide by the following with regard to use of College- owned equipment:

1. Private use of College-owned equipment is strictly prohibited.
2. All College academic department equipment is controlled under the rules and regulations of the department.
3. All other College-owned equipment is under the direct control of the Director of Buildings and Grounds.
4. Equipment may be used for off-campus educational purposes only with permission from the department head responsible for inventory control of the equipment.
5. Persons outside of the college community wishing to utilize any College-owned equipment must be informed of and abide by this policy and other relevant College policies as appropriate.

Reason for Policy

This policy has been designed to promote and ensure fair and safe use of Finger Lakes Community College equipment.

Applicability of the Policy

All members of the campus community should be familiar with this policy.

Definitions

None

Related Documents

None

Procedures

No separate procedures statement

Forms/Online Processes

- None

Appendix

- None

Review date/action taken:

- September 2011: original approval date
- Fall 2012: no revisions
- July 2015: non-substantive revisions