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Policy Name: Use of College-owned Equipment

Policy Number: F-5

Functional Area(s) Responsible: Administration & Finance

Owner(s) of Policy: Facilities & Grounds

Most Recent BOT Approval Date: September 2011

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

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 Facilities & 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(s) for Policy:

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

Applicability of Policy:

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

Definitions:

None

Related Documents:

None

Procedures:

None

Forms/Online Processes:

None

Appendix:

None