

Use of College Property

The College purchases and maintains property, facilities, equipment and other assets necessary for use in fulfilling institutional functions.

College equipment and other assets will not be removed from College property, unless they are to be used within the scope of College instruction, business or services in a common and customary way. Any extraordinary requests will require prior approval from the dean of campus services.

Repair of any equipment damaged through negligence while removed from College property will be the responsibility of the staff person who removed the equipment or the respective department authorizing the use of that equipment.

Furniture may be temporarily moved between campus buildings as college needs dictate. Such requests must go through the facility reservations department.

Approved by President's Council: May 22, 2012
(Date)