

PROCEDURES FOR USE OF COLLEGE OWNED  
EQUIPMENT, FURNITURE, AND SUPPLIES

Use of College equipment, furniture, and supplies by a College employee or a non-College group (both profit and non-profit) may be permissible if used in the interest of promoting the College or as a public service. Such use may extend to off-campus.

Minimal and incidental personal use of College equipment by a College employee may be permitted, but in no case will it be permitted if its use is to yield personal gain.

Any party requesting equipment, furniture, and supply usage under the above procedures must first receive the approval of the appropriate administrative department head.