



## ADMINISTRATIVE POLICY

### **USE OF COLLEGE FACILITIES, EQUIPMENT, AND SUPPLIES**

*This policy pertains to community, employees, and students.*

All District facilities owned, leased or shared, and equipment or supplies owned by or consigned to the District must be used for their intended purpose: the preparation, support, or conducting of education, training, and technical assistance, or in support of a service function of the College. Facilities, equipment, and supplies are not available for the personal use of staff, family members of staff, students, retirees, or members of the general public.

Equipment and supplies must remain on the District's premises unless being moved for a specific, authorized instructional use or for repair/maintenance. Any external organization using equipment or supplies must do so under the provisions of a technical assistance contract. Qualified faculty or a staff member must supervise any use of this equipment or supplies.

Employees must use District facilities for their intended purpose. External organizations and members of the public must use the facilities consistent with the District's Community Use policy.

*Adopted: 05/11/1987*

*Reviewed: 02/28/2022, 12/17/2024*

*Revised: 03/08/2019*