

**CLOVER PARK TECHNICAL COLLEGE**

| CHAPTER | SECTION | TITLE                             | HISTORY                 |                 |                      |
|---------|---------|-----------------------------------|-------------------------|-----------------|----------------------|
| 3       | 27      | USE OF COLLEGE EQUIPMENT OFF-SITE | <u>Adopted:</u><br>2012 | Campus<br>Forum | Reviewed:            |
|         |         |                                   | <u>Revised:</u><br>2017 | 2017            | Next Review:<br>2022 |

**POLICY**

College-owned equipment may be used off-site for official college business or sponsored activities, provided proper authorization is received and related policies followed such as 2.5 Ethical Conduct, 3.9 Information and Communication Acceptable Use, and 3.10 Accounting for Fixed Assets. This policy excludes the use of college vehicles, equipment checked-out from the library, and the use of support staff during paid work periods for ancillary preparation activities.

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| APPROVAL:                                     |                      |
| By: <u>Joyce Loveday</u><br>Dr. Joyce Loveday | Date: <u>4-27-17</u> |
| Board Chair Review: <u>[Signature]</u>        | Date: <u>6/20/17</u> |