Reference: Education Code 7220, 81600, 10912, 10913

The Board believes that safeguarding college resources, including all equipment, is imperative and that it is a valuable resource which may be loaned for community use under certain conditions and provided that such use does not interfere with the educational program and college needs.

No item of District-owned equipment/supplies will be loaned for non-college use without authorization. If equipment is required for the use of those granted permission to use college facilities, it may be loaned in accordance with Board policy on the use of college equipment and with authorization.

The Board, or its designee, may lend specific items of equipment on the written request of the user and with approval granted by the chief administrative officer responsible for administrative services.

The user of District-owned equipment will release the District from any liability associated with use of the equipment and will be fully liable for any damage or loss occurring to the equipment during the period of its use. He or she will be responsible for its safe return.

College equipment may be removed from College property by students or staff members only when such equipment is necessary to accomplish tasks arising from their college job responsibilities. The consent of the chief administrative officer of the area in which the employee is assigned and of the administrator responsible for administrative services is required for such removal.

Equipment/supplies are for college use and related college functions only and removal of such from College property for personal use is prohibited.

In addition, District-owned equipment may also be loaned, used, or removed from the College property in cases where emergencies exist, and in accordance with established rules, regulations, and procedures.

The Superintendent/President or designee shall develop procedures to implement this policy.