

POLICY 2.7: USE OF COLLEGE FACILITIES & EQUIPMENT

Facilities

College facilities are provided by the state of Illinois and the Sandburg district to provide instructional program and public service beyond instruction. Use of college facilities by outside groups is intended to serve educational, recreational, civic and other public uses consistent with the college's programming and mission.

College facilities may be used by other groups and organizations when not needed for college purposes and subject to conditions and costs that limit the potential liability and impact on the college. College facilities may not be used by employees for purposes other than those related to college business without a rental agreement.

Equipment

College equipment is available only for college-related purposes. Under exceptional circumstances, private or personal equipment usage may be authorized by the college president or designee. When authorization is given, the individual using the college equipment may be responsible for damages or losses to such equipment.

College employees and authorized users operating college equipment, including fleet vehicles, will comply with established procedures, applicable laws and all safety requirements. The college may restrict, suspend or revoke equipment or vehicle-use privileges when procedures aren't followed or when safety concerns exist.

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