

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.

College facilities may be used by other groups and organizations at a minimum cost to the user when it extends and enhances the general welfare of the total community. The basic rental rates make the facilities available to as many as can and need to use the facilities at times that don't conflict with college activities. 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.

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