

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC:	Policy Number:
Non-College Use of Equipment, Furniture and Other Property - Procedures	F10

Equipment, furniture and other property loan occurs when college materials are loaned to a non-profit organization, public organization or individuals independent of the College or when a College employee takes materials off campus. Request forms can be obtained from the Director of Community Relations, Special Events, and College Projects.

The equipment, furniture and other property may not be used for personal gain by anyone. The material may only be loaned when the College has not scheduled its use. Unique single pieces of equipment owned by the College are not available for loan.

Anytime equipment, furniture, and other property is loaned, the person or organization making the request is responsible for returning the materials to the College in the same condition absent normal wear and tear.

Equipment, furniture and other property may not be removed from Cloud County Community College until the loan authorization has been approved by all appropriate parties, including the Vice President for Administrative Services and, if appropriate, the Library/AV or Department maintaining the equipment and materials. The College administration may deny approval at their discretion.

Before any Library equipment is loaned, the person making the request must schedule a short orientation with the Library/AV Department to ensure proper use and storage of the equipment.

At the end of the loan period, the equipment will be returned to the appropriate department and a form will be completed verifying, the material is in the same condition in which it was loaned.

The signed CCCC Equipment Loan Agreement will be maintained by the appropriate department. The Vice President for Administrative Services will maintain the Loan Agreement for any furniture and other property loaned.

Adopted:	Revised	Revised	Revised/Reviewed	Revised/Reviewed
6/26/12	11/17/20	2/20/24		
