



administration • reference memo

- keywords
- **COLLEGE EQUIPMENT**
 - **NON-COLLEGE USE**
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College equipment such as typewriters, copiers, etc., will not be made available to either non-profit or other groups and individuals. This includes the access to and use of equipment and/or facilities in pursuit of an employee's or other individual's personal affairs.

In exceptional cases where an employee requires the use of College equipment for College purposes in other than the usual College setting for such equipment, the Dean or respective senior Administrator may grant approval for the temporary removal of such equipment as required.

College facilities, i.e., space, will be made available to non-profit community groups and individuals as set forth in Board Policy 10.

Media material such as books, tapes, records, specified recorders and projectors are not covered by this memo (Ref. College Policy 11).