Kirkwood
COMMUNITY COLLEGE

College Procedure: **308.1 – Personal Use of Campus Property, Equipment and Facilities**

Policy Reference: **308 – Use of College Equipment**
Responsible Department: **Facilities & Public Safety**
Approval Authority: **Cabinet**
Procedure Owner: **Vice President, Facilities & Public Safety**
Effective Date: **8/15/2016**

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

This procedure is intended to ensure Kirkwood's facilities, property and equipment are primarily used for the support of academic, administrative and student support services.

The Procedure

Personal use of campus facilities, equipment and materials of the College is prohibited. Exceptions must be made in writing and approved by the Cabinet member and the College President. Faculty, staff and administrators cannot benefit financially from goods or services produced utilizing campus facilities, equipment or other resources. When an exception has been made, any consumables used must be supplied by the individual unless otherwise agreed to by written exception.

Except where prior written approval has been granted, revenue from the sale by employees of products and/or services in relation to production as part of an academic program will be deposited to a College account. Distribution of revenue other than to the College's general fund requires prior approval by a Dean and Finance.

Equipment owned by Kirkwood shall not be loaned outside of the College. Exceptions must be made in writing and approved by the Cabinet member and College President.

Any employee found in violation of this procedure is subject to disciplinary action including possible termination.

References

- Vehicle and Equipment Use

Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	8/15/2016	Troy McQuillen, Vice President, Facilities & Security	
2		Cabinet	Procedure template 9/11/2019