PROCEDURE NAME: **6.3.1.B Use of District Property/Equipment**

Reference: Education Code Section 70902

**Note:** This procedure is recommended. It addresses the Chaffey Policy: Chapter 6: Business / Fiscal Affairs, 6.3.1 Security for District Property

**Purpose:** To provide the institution with a uniform procedure on the use of district property/equipment by management, faculty, staff and students.

1. District property/equipment will only be loaned to persons employed by the district, or to students officially enrolled in classes, and only for instructional or district related purposes. Property/equipment may be loaned at the discretion of the department/instructor.

2. District property/equipment may only be removed from campus with proper authorization as represented by the district Use of District Property/Equipment Loan Form. The department/instructor will determine who is authorized to check out property/equipment to employees/students.

3. District property/equipment is not to be used to repair or make a product for personal use except during, or part of, instruction, and/or preparation for instruction.

4. Each employee of the district will be responsible for property/equipment under his/her control.

5. Loss of property/equipment and unauthorized removal of property/equipment will be reported to the appropriate administrator within a reasonable time frame. The administrator will inform Campus Police, who will take an official report. Replacement requests will go to the Business Office with an explanation about the loss or theft of the property/equipment, and a justification that replacement is essential to the activity served.

6. All employees who check out property/equipment to employees or students will use the online district Use of District Property/Equipment Loan Form (attached).

7. Definitions and concepts used within this procedure are applied using a “reasonable person standard” within the context of professional practice.
Chaffey College

USE OF DISTRICT PROPERTY/EQUIPMENT LOAN FORM

Chaffey College Procedure 6.3.1.B

5885 HAVEN AVE, RANCHO CUCAMONGA, CA 91737-3002

Program

Borrower Profile

Name (Print) __________________________________________

Home Address _________________________________________

City/State/Zip _________________________________________

Chaffey ID # __________________________________________

Phone # _______________________________________________

Email _________________________________________________

Class ________________________________________________

Department __________________________________________

Phone ___________________ FAX _________________________

If using a college vehicle, provide CA Driver’s License #

_________________________________________________________________

Description of Item(s)/Chaffey ID #/Serial #

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Date Checked-Out | Condition | Due Date | Date Checked-In | Condition

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

By signing below, I acknowledge that I accept full responsibility and understand the following:

I agree that the information I have provided is correct. Failure to return item(s) listed above by the due date set by the department on this form may result in payment for the cost/value of the item(s) and/or loss of check-out privileges. As the borrower, I am responsible for any item(s) borrowed, and may be held liable for repair and/or replacement costs for item(s) damaged, lost or stolen.

Borrower Signature ______________________________________ Date ______________________

Authorized By Signature ______________________________________ Date ______________________

Title ______________________________________________________ Location ___________________________

5/19/09