



## **ADMINISTRATIVE PROCEDURE**

**ADMINISTRATIVE PROCEDURE NO: AP 307  
RELATED TO POLICY NO. 307**

**TITLE: USE OF EQUIPMENT**

UCC will not make it a practice to rent or loan college property unless it is a condition of a Facilities Rental. College employees will not be treated differently than the public. College property may not be used for personal use.

Equipment operated by UCC through the participation in a consortium of schools or entities (such as Douglas County Perkins Consortium) remains the property of that consortium and will adhere to the guidelines set forth by that consortium agreement and Perkins federal accountability guidelines. All equipment owned by a consortium in which UCC participates will be identified and inventoried as such by the purchasing department. All property acquired through grants/contracts will follow grant/contract regulations.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 03/07/10 by Board

DATE OF LAST REVIEW: