

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**EQUIPMENT USAGE**

**POLICY 3514**

**ADOPTED: 01/22/1991**

**AMENDED: 12/17/1991**

**AMENDED: 03/17/1992**

**AMENDED: 04/21/1993**

**AMENDED: 11/20/2001**

**AMENDED: 01/24/2023**

The use of College-owned equipment by various groups and constituencies of the College and the community at-large will be allowed as approved. Equipment use will be allowed only if the equipment is not being used or needed for use by the College. The Vice President of Business Services or designee will review for approval all requests. The terms and conditions of such use shall be memorialized in a written agreement, which shall be signed by the user and the Vice President of Business Services, or his designee.