SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

USE OF COLLEGE RESOURCES
BY INDIVIDUAL EMPLOYEES AND STUDENTS

The following procedures have been established to assure proper and orderly use of College property (buildings, equipment, supplies, and materials) and resources after hours; including nights, weekends, and holidays.

1. College resources will be available for scheduled use between the hours of 7:00 a.m., and 11:00 p.m., Monday through Friday. Additionally, other times and locations may be specifically scheduled.

2. Authorization for use of College resources by students and College employees for other than scheduled activities or events must be obtained in writing from the administrator directly responsible for such resources.

3. When such authorization is provided, the Offices of Facilities Management and the Campus Police shall be notified.

4. College resources will be made available and again secured by authorized personnel.

5. Campus Police Officers may require any personnel to show identification when using College resources.

6. The services of College employees shall not be used for personal gain during hours of their employment, nor shall the College be liable for claims resulting from services rendered outside the hours of employment.

7. Any personnel authorized to use College resources under these procedures shall notify the Campus Police Department at time of arrival and departure to assure the fullest possible security of both personnel and property.

Approved—Administrative Committee
January 13, 1981
Reviewed—Cabinet
May 30, 1996
Revised—Cabinet
February 5, 2002
Reviewed—Facilities Management
November 12, 2004
Retyped—Department Name
September 14, 2007
Reviewed—VP and CFO
August 1, 2019
## USE OF COLLEGE RESOURCES
BY INDIVIDUAL EMPLOYEES AND STUDENTS

REQUEST FOR AUTHORIZATION TO USE COLLEGE RESOURCES:

Authorization is hereby requested for the use of __________________________

Name of Resource __________________________

Location of Resource __________________________

Date of Use __________________________ Time of Use __________________________

Nature of Intended Activity __________________________

________________________

Names of persons to be allowed in the building and/or facility __________________________

________________________

(List others on separate sheet if necessary.)

Equipment, supplies, or materials to be used (show source of each; i.e., welding, hoist, lathe, etc.) __________________________

________________________

Requested by __________________________ Date __________________________

Approved by __________________________ Date __________________________

(To be prepared in quadruplicate)

Copies to: Facilities Management, Campus Police, Requester, and Grantor