

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

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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