

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

---

Department: Facilities Services  
Subject: Use of Facilities Property  
Date Issued: December 12, 2008  
Date Revised:  
Approved By:

---

### **I. Policy**

This policy outlines the guidelines for the personal use of college property located within the Facilities Services area.

### **II. Purpose**

All Luther College faculty and staff are expected to be good stewards of the College's resources and to use those resources in the manner most beneficial for the College. Luther College faculty and staff may borrow certain items of college property for non-college purposes as limited by this policy.

### **III. Scope**

This policy applies to all faculty, staff, students and outside groups.

### **IV. Terms and Definitions**

- Truck – Facilities Services has one truck that is loaned out for local use, within 15 miles of campus, by approved drivers.
- Chairs – folding-type chairs that the College uses for events.
- Tables – folding-type tables that the College uses for events.

### **V. Procedures and Guidelines**

- A. Permission to use college property for non-college purpose may be granted. Generally this is needed for items other than those typically loaned out. This permission may be granted by the Director of Facilities Services, Manager of Trade Services or Manager of Environmental Services.
- B. Requests for use of college property must be directed to the Facilities Services Office, ext. 1146, or e-mail <http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=685816531>
  - A “check-out” form that includes date, time, date of return and a release of liability must be signed when college property is borrowed for personal use. The form is attached to this policy.
  - It is expected that faculty and staff making a loan request knows how to use the borrowed item and will use it in a safe and proper manner.

- Faculty and staff agree to reimburse the College for all costs incurred by the College for personal use of college property, i.e., fuel cost for the truck and any damages. The College reserves the right to use payroll deduction for reimbursement if payment is not made on a timely basis.
- C. Personal use of college property is only permissible when such use will not interfere with college use.
- D. College property may not be used for any purpose contrary to the best interests of the College that could jeopardize the College's tax-exempt status.
- E. College property no longer used by the College will be disposed of by following the guidelines of the Disposal of College Property policy. No faculty or staff shall acquire college property for personal use by any other means.
- F. Faculty and staff may not use the College's purchasing system, tax-exempt status, or educational or volume discount privileges to buy goods or services for personal use.
- G. Following is a listing of items that are generally loaned for non-college purposes.
- Truck
    - o The truck is loaned on a first-come, first-served basis.
    - o All drivers are required to meet the eligibility requirements as specified in the Vehicle Use policy and complete a Driver Application and Agreement.
    - o During the weekdays, the truck is only available between 4:30 p.m. and 10:00 p.m.
    - o On weekends, the truck is available after 4:30 p.m. on Friday and must be returned as soon as possible, but no later than 10:00 p.m. on Sunday night.
    - o Requests for use of college property must be directed to the Facilities Services Office, ext. 1146, or e-mail  
<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=685816531>
    - o The truck is not available certain weekends of the year (i.e., Commencement, move-in, Christmas at Luther.)
    - o Faculty and staff are responsible for fuel used and any damages caused by her/his use of the truck.
  - Chairs and Tables
    - o Chairs and tables are available for short-term use.
    - o Chairs and tables must be used for family events.
    - o Requests for use of college property must be directed to the Facilities Services Office, ext. 1146, or e-mail  
<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=685816531>
    - o Chairs and tables are not available certain weekends of the year (i.e., Commencement, Christmas at Luther, etc.)
    - o Faculty and staff are responsible for any damage to tables and/or chairs.

## **VI. Confidentiality and Record**

Facilities Services will keep track of requests on a monthly calendar located in the Facilities Services Office.

# LUTHER COLLEGE

## Equipment Check-Out and Waiver of Liability Form

Date and Time Checked Out	Date Expected to Return	Date & Time Returned

Items Checked Out

I, and my heirs, in consideration of my use of any Luther College property, hereby release Luther College, the Board of Regents of Luther College, it's officers, employees and agents, from any and all liability for damage to or loss of personal property, sickness or injury from whatever source, legal entanglements, imprisonment, death, loss of money, which might occur while using Luther College property for personal purpose. I verify that I will be responsible for any costs that occur as a result of my use.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Issued By)