

	<b>Facilities/Equipment Utilization by College Employees</b>		
<b>College Facilities</b>	<b>Administrative Policy 8-030</b>	<b>Page 1 of 1</b>	Adopted 9/82 Revised 11/94, 6/98 March 2006

**1.0 Facilities and Equipment Utilization Objective and Responsibilities**

An employee of Columbia Basin College (CBC) who wishes to use College facilities or equipment may do so only with the permission of the administrator assigned responsibility for the facility or equipment and with institutional approval by the Vice President for Administrative Services. The appropriate administrator is responsible for establishing a time when the facility or equipment may be used and will not interfere with any institutional-related routine. A written request for approval must be submitted to the Vice President for Administration Services. Security shall verify the department personnel approval for an employee's use of College facilities. WAC 132S-50-010, -020.

College facilities, equipment, or supplies will not be authorized for use by an employee except for non-profit, personal use. In those cases where a project can be considered a community service or public relations venture, the appropriate administrator shall determine the benefit to the institution and use the aforementioned approval process.

Employees are not to bring or to invite preteen visitors to the campus during the times that the employee is on duty, unless the children are under the constant, direct supervision of another (non-employee) responsible adult.

Responsible adult and teenage citizens may visit the campus so long as such visits are compatible with the mission of the College (Please refer to Administrative Policy 5-050).