

**Article VIII:** Instruction

**Section C:** Equipment/Facilities

**Policy 010:** Use of College-Owned Equipment

**VIII.C.010:** No RCC equipment, including RCC-owned vehicles, shall be used for any purpose other than college business. Equipment may be used by RCC employees or RCC Board of Education members only for the accomplishment of college work.

Employees may use RCC-owned equipment, including RCC-owned vehicles, only with proper approval as outlined in administrative procedures. Reasonable care and supervision shall be exercised at all times.

The Board delegates to the President, in exceptional cases, the authority to authorize use of RCC-owned equipment in situations not covered hereinabove.

**Article VIII:** Instruction

**Section C:** Equipment/Facilities

**Policy 020:** Services or Products Requiring Materials

**VIII.C.020:** RCC shops or laboratories may provide services or products as a by-product of the instructional process. Repair of student, staff, or public vehicles may be accomplished only after a liability waiver form and a repair order is assigned by the owner. Owners will pay for parts and supplies used in the repair before vehicles are removed from campus.

At the time projects are accepted by instructors, arrangements will be made for procurement of materials required for the project. All payments or arrangements for billing will be made through the RCC Business Office.