

**Feather River College
Equipment on Loan Receipt**

BORROWER TO COMPLETE:

The borrower of the equipment agrees to return the equipment in the same condition as when received from the District and further agrees to pay for any damage or loss incurred through negligence or lack of control for the same and agrees to pay for any corrective action taken to restore or replace the piece (s) of equipment to the original condition upon return. Borrower will not loan equipment to any person and agrees to return equipment no later than the "Due Date" above.

The Borrower agrees to indemnify and hold Feather River Community College District, its employees, agents, and their officers, harmless from any and all claims for personal injury, bodily injury, property damage and/or death occasioned by use of this equipment on loan and further agrees to defend the district in any litigation, including attorney fees, for any claim occasioned by the use of this equipment.

Borrower:	Equipment requested:
Location of equipment requested:	Serial and/or FRC tag number(s):
Condition of equipment:	Check out date:
Print Name:	Date:
Signature:	Address

Instruction Office Use:

Approval:

Loan to outside agencies requires approval of Sup.President or Assistant Superintendent/Business Services: <i>Signature:</i>	Date:
Loan to employees requires approval of appropriate administrator: <i>Signature:</i>	Date:
Loan to students requires approval of Chief Instructional Officer: <i>Signature:</i>	Date:

Return Information:

Date Returned:	Condition of equipment upon return:
Received By: <i>Signature:</i>	

AP 6535 Use of District Equipment

References:

Education Code Section 70902; ACCJC Accreditation Standards III.B.3 and III.C.4

Outside Agencies:

The loan of District equipment shall be made to school districts, civic, governmental, or non-profit organizations only when such use does not interfere with the instructional or support service needs of the District. Such loan or use of equipment may be made only upon the prior written authorization of the department administrator in charge of the equipment and upon receipt by that administrator of a fully completed "Equipment on Loan Receipt" form.

Employees of the District:

The use of District equipment for personal use by District employees is prohibited. The loan of District equipment shall be made to District employees only for the completion of District business. Each member of the District staff shall be responsible for equipment under their control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served. Any individual who removes District owned property assumes liability for repair and/or replacement of such equipment in the event of damage or theft.

Students:

The loan of instructional equipment to students may be made only upon the prior written authorization of the Dean of Instruction/CIO or designee and the receipt of a fully completed "Equipment on Loan" form in the Office of Instruction.

Reference: BP #6535

Approvals:

Academic Senate: November 21, 2016

Classified Senate: November 21, 2016

Cabinet: December 2, 2016