

EQUIPMENT AND FACILITIES, USE OF

The following statement is consistent with, and in no way alters, university policy on outside employment.

- A. University policy prohibits all unauthorized use for personal purposes of university facilities, equipment, and/or materials by faculty and staff members. Each department head or dean is expected to enforce this prohibition.
- B. Outside firms and organizations may use university facilities and equipment only with the consent of the departmental chair involved. To do so, they must complete a contract signed by an officer of the Board of Trustees. The contract must provide for adequate compensation to the university, and a responsible person from the involved department should be in attendance when the facility is used. The outside contractor must show evidence of liability insurance in an amount satisfactory to the university's carrier.
- C. In any arrangement for private consultation by faculty members, it is essential for the client to be informed and agree to the following points: (1) the faculty member is acting privately and not as a representative of the institution; (2) the institution is disassociated in every way from liability or responsibility for the performance of the agreement; (3) neither the name of the institution nor its stationery, forms, or facilities will be used in any connection with consultation arrangements without written consent by the president or by the president's designated representative. Any arrangements involving use of the institution's facilities shall provide for reimbursement of costs to the institution. Any special exceptions shall be approved by the president.

The institution should normally employ all personnel working in and with the institution's facilities; arrangements to use these facilities by assistants privately employed in connection with a faculty member's private outside activities should be cleared with the appropriate vice president.

(Approved by the president November 4, 1975)