

**Cochise College
Administrative Policy**

**Category: Administration
Policy Number: 1006
Title: Use of College Equipment**

The College President or his/her designee must approve use of College equipment other than that for day-to-day institutional operation by College employees. No one may use such equipment for personal or profit-making activities.

The person receiving equipment shall be responsible for fire, theft, and any damage while the equipment is in his/her possession.

**Procedure 1006.1
Equipment Use by College Staff**

For other than College activities, the College requires completion of Property Checkout Form (FA-28) when College personnel request use of College equipment, approved by the full-time staff member's supervisor or instructional manager, the equipment supervisor, and appropriate vice president or the President.

The full-time staff member shall be responsible for fire, theft and any damage while the equipment is in his/her possession.

**Procedure 1006.2
Non-Collegial Equipment Use**

Individuals and groups not employed by Cochise College must complete a Property Checkout Form (FA-28) when requesting use of College equipment, approved by the department supervisor/instructional manager, and appropriate vice president or the President. The person signing for equipment shall be responsible for fire, theft, or damage and assume liability while equipment is in his or her possession, and recompense the College as appropriate.

**Procedure 1006.3
Use of Cochise College Aircraft, Aviation Equipment and Facilities**

Aviation division equipment and facilities are to be used primarily for student instruction and College aircraft maintenance. Other uses of equipment or facilities may not conflict with that purpose. Students may occupy Aviation facilities in accordance with approved courses and utilize equipment only under direct supervision.

Aircraft are to be used for student flight instruction and by division faculty and staff for instruction, to maintain instructor currency, for required maintenance flights and for aircraft repositioning. FAA designated pilot examiners or FAA Aviation Safety Inspectors may be

carried aboard College aircraft at any time. The President, or designee, must give prior approval for any exception to this policy.