



COMMUNITY COLLEGE
OF RHODE ISLAND

POLICY MANUAL

POLICY: **Facilities Use by Faculty and Staff for Non-College Related Activities**

POLICY NUMBER: **9.3.4**

REVISED: **July 17, 2014**

EFFECTIVE: **Upon signature by the President**

A. POLICY STATEMENT:

In the event that a **faculty member** wishes to use College personnel, facilities, services, or equipment for non-college related activities, permission for such use must be obtained in writing and in advance from the Vice President of Academic Affairs. Arrangements for the use of College personnel, facilities, services, or equipment shall provide for reimbursement of cost and overhead to the College at such sums as determined by the Business Affairs office.

In the event that an **administrator or staff member** wishes to use College personnel, facilities, services, or equipment for non-college related activities, permission must be obtained in writing and in advance from the Vice President for Business Affairs. Arrangements for the use of College personnel, facilities, services, or equipment shall provide for reimbursement of cost and overhead to the College at such sums as determined by the Business Affairs office.

Faculty, staff and administrators are prohibited from using College personnel, facilities, services, or equipment, including but not limited to office equipment and copying machines, for commercial or profit-making ventures or political promotions.


B. POLICY APPLIES TO:

This policy applies to all faculty, staff and administrators.

C. RESPONSIBLE DEPARTMENT:

The Director of Administration is responsible for enforcing and maintaining this policy.

D. APPROVED:



Ray M. Di Pasquale, President

12/16/14
Date