

Policy #:	2-01
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Off-Campus Equipment Use
Effective Date:	December 21, 2018
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Category:	Education/Academics

# **OFF-CAMPUS EQUIPMENT USE**

### **POLICY STATEMENT**

Valemount College recognizes that students may need to take College equipment off-campus for authorized use. To ensure that the College meets insurance and risk limitation requirements, the College does not lend equipment for personal use. This policy allows the College to promote effective use of resources while providing assistance in the safeguarding of its assets.

# **PURPOSE STATEMENT**

This policy provides for authorized off-campus use of College equipment. It ensures that the College meets the requirements for insurance coverage of the equipment while it is off-campus. It describes situations where a student may be required to personally insure College equipment that is considered to be in their care.

## **GUIDELINES**

- 1. The College Director or Executive Assistant will decide if a student may take equipment into their care, and will ensure that the student signs a *Student Equipment Use Agreement* (Appendix A).
- 2. Where applicable, the College will provide printed instructions which address:
  - Proper handling while transporting equipment;
  - How to start and stop the equipment; and
  - Who to contact in case of difficulty.
- 3. If equipment is in the care of a student, the responsibility to provide insurance for that equipment is passed on to the student, and the student is responsible for the full replacement cost or repair costs resulting from damage, loss or theft. The student will sign out the equipment using the *Student Equipment Use Agreement* form (Appendix A), which acknowledges that they are responsible for the replacement or repair of the equipment.
- 4. Once the student takes possession of the equipment, the student is immediately responsible for the replacement of the equipment, even if damage, loss or theft occurs while on College property.

### **REFERENCES**

APPENDIX A: VALEMOUNT COLLEGE STUDENT EQUIPMENT USE AGREEMENT

# APPENDIX A VALEMOUNT COLLEGE STUDENT EQUIPMENT USE AGREEMENT

I agree that I am the person responsible for the following equipment, which I am taking into my care for use as follows:		
	ponsible for the full replacement cost or repair costs resulting from damage,	
I cannot assign or transfer this agreement t	o another party.	
I further indemnify and hold Valemount Co any and all loss, liability, claims or expenses	llege and any of its officers, employees, agents or contractors harmless from arising out of the use of this equipment.	
While in my possession, and not in use, this	s equipment will be stored at:	
The term of the use will be:	from: To:	
I have read and agree with the terms and co	onditions of this agreement.	
Student (print name)	Telephone No.	
Signature of Student	Date equipment taken:	
Authorized by (print name) (Valemount College personnel)	Authorized by (signature) (Valemount College personnel)	
To be completed on return of equipment:		
Date equipment returned:		
I have examined the equipment and it appe	ears to have been returned in good condition.	
Authorized by (print name) (Valemount College personnel)	Authorized by (signature) (Valemount College personnel)	

Signature of Student