



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

Signature of Student