

THE COLLEGE OF THE FLORIDA KEYS BOARD RULE

Subject	Use of College Facilities, Property, and Equipment	Number: 3.320
Authority	F.S. 1001.64(5), 1013.10, 1013.15	Approved Date: 07/26/2010
Amended		

College facilities, property, and equipment, including computers and networks, are intended primarily for educational purposes and for the benefit of the students. Therefore, the use of the facilities, property, and equipment, including computers and networks, will be utilized according to the following priority:

- A. College instructional program
- B. College activity program
- C. Outside groups and organizations

Additionally, the College provides designated parking areas for bicycles, scooters, and motorcycles. For safety reasons, motorized scooters, e-bikes, bicycles, skateboards, and similar items must remain on roadways and in designated areas in parking lots. These items are not permitted on campus grounds, and the College reserves the right to remove them if parked in non-designated areas.

College equipment shall not be loaned to non-college personnel or off-campus organizations except by written permission of the President, or designee. Written permission for off-campus use of College equipment by College personnel will be approved through the Office of the Executive Vice President & CFO. College facilities, property, and equipment, including computers, and networks, shall not be used for private or personal use, unless related to an authorized activity which relates to a program as shown above.

The Executive Vice President & CFO is authorized to approve contracts relating to the use of College facilities, property, and equipment.

The College facilities also include the surrounding waters and further recognizes that the use of such facilities may create a liability. Therefore, use of water facilities by any individuals for any purposes other than approved educational and student extra-curricular programs must have prior written approval of the President or the President's designee. A fee may be charged per the Board approved fee schedule unless waived by the President or the President's designee.