



## **509 POLICY - Personal Use of College Property**

### **509.1 Statement of Policy**

All property of every kind that is owned by Redlands Community College or for which the College is responsible shall be used only for the business of the College. The property belonging to the College or for which the College is responsible shall not be used for personal or private business.

### **509.2 Application of Policy**

This policy applies to all persons and entities and to all property of every kind, tangible and intangible. "Property" includes, but is not limited to: land, crops, livestock, buildings, vehicles, equipment, machinery, fixtures, furniture, tools, utensils, appliances, goods, supplies, inventories, telephones, computers, copiers, and all other items of property both tangible and intangible.

### **509.3 Exception from Policy**

Any use of College property that is in compliance with the College policy entitled Public Use of College Property and any related procedure shall be excepted from the prohibition of this policy.

Adopted February 2002



**509      PROCEDURE - Personal Use of College Property**

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