

**GCCC Policy Add Template**

**Category:** Personnel

**Division:** HUMAN RESOURCES

**Department:** [Click here to enter text.](#)

**Policy Title:** COLLEGE PROPERTY

**Policy Statement:** Employees shall not use or allow the use of college time, supplies, or college owned lease property and equipment for private interests or any other use not in the conduct of official college business. However, facilities may be rented by employees or by individuals and/or groups in the community. Refer to the Facility Usage Policy.

**Procedures:** [Click here to enter text.](#)

**Contacts:** Director of Human Resources

**Approved Date:** 8/1/2013

**Policy History:** [v1: 9/17/2013](#) [v2: 10/28/2013](#) [v3: 11/26/2013](#)

**Keywords:** college property, employee, use

**Related Form:** [Click here to enter text.](#)