Equipment, furniture and other property loan occurs when college materials are loaned to a non-profit organization, public organization or individuals independent of the College or when a College employee takes materials off campus.

The equipment, furniture and other property may not be used for personal gain by anyone. The material may only be loaned when the College has not scheduled its use. Unique single pieces of equipment owned by the College are not available for loan.

Anytime equipment, furniture, and other property is loaned, the person or organization making the request is responsible for returning the materials to the College in the same condition in which it was loaned.

Equipment, furniture and other property may not be removed from Cloud County Community College until the loan has been approved by all appropriate parties, including the Vice President for Administrative Services and, if appropriate, the Library/AV Department that houses and maintains the materials.

Before any Library equipment is loaned, the person making the request must schedule a short orientation with the Library/AV Department to ensure proper use and storage of the equipment during the loan period.

At the end of the loan period, the equipment will be returned to the appropriate department, who will verify the material is in the same condition in which it was loaned.

The signed CCCC Equipment Loan Agreement will be maintained by the appropriate department that houses the materials. The Vice President for Administrative Services will maintain the Loan Agreement for any furniture and other property that is loaned.