



NON-INSTITUTIONAL LOAN OF AUDIOVISUAL EQUIPMENT

POLICY

Brunswick Community College's Information Technology Department will loan audiovisual equipment to community organizations for educational purposes.

PROCEDURE

Each organization must comply with the policy as outlined below:

- The organization cannot charge admission or otherwise gain a monetary reward through use of borrowed audiovisual equipment. (The event must be non-profit.)
- A member in good standing with the organization must contact the IT and make a request for equipment at least 72 hours prior to date of use.
- Current check-out procedures must be completed and a return date given.
- Some College equipment may not be available for the organization's use. All requests from Brunswick Community College are given first priority.
- A member of the organization is responsible for obtaining, operating, and returning the equipment.
- Non-functioning equipment must be returned to the College for repair.
- The organization, not Brunswick Community College, will be held liable for any damages or personal injuries incurred while using the equipment.
- Organizations that fail to return equipment promptly and in good condition will be denied further loans and may be charged replacement costs if appropriate.

Approved by Brunswick Community College Board of Trustees
March 30, 1988; November 19, 1997; June 28, 2013