



MONTEREY PENINSULA  
COLLEGE

GOVERNING BOARD POLICIES

**Chapter 3    General Institution**

**3735**

**BP 3735    District Resources**

It is the policy of the Governing Board of Trustees that District facilities, equipment, and on-duty personnel, except as otherwise provided in Board policies 6700 and 3900, shall be used only for District-related activities.

District equipment shall not be loaned or rented to other agencies, groups, or individuals for off-campus use unless specifically authorized by the Superintendent/President when he/she/they deems it to be in the best interests of the District, and where a District-related purpose is fostered or established.

Supervisors shall ensure that District equipment is used only for District-related activities. College employees shall obtain permission from their supervisors before using District equipment off-campus. The employee shall be fully responsible for the equipment while in his/her/their possession and shall have it repaired or replaced in case of damage or loss.

District information technology, social media sites, printing, and reproduction services are intended for District instruction and administrative purposes. Determinations regarding the use of such services by college employee organizations, other schools, colleges, governmental agencies, and non-profit organizations performing a District-related purpose will be made through the District's established process for facilities use requests. Charges to such agencies will be based on direct identifiable costs.

See also Board Policy 2717 – Personal Use of Public Resources, Board Policy 3900 – Speech: Time, Place, and Manner, and Board Policy 6700 – Civic Center and Other Facilities Use

**References:**    *Education Code Section 81600*  
                      *Government Code Section 8314*

**Formerly Governing Board Policy 2155 – College Resources**

**Adopted:** June 1, 1988

**Renumbered, Revised, and Adopted:** March 13, 2018

**Revised and Adopted:** June 23, 2021