

POLICY

The College desires to cooperate with the community and will permit selected audiovisual-type equipment to be made available for use by groups in Ocean County at no charge, within the framework of the criteria listed below:

1. The instructional requirements of the college shall have priority on all equipment.
2. Arrangements for borrowing, including completion of college forms, shall be made through the Office of the Director of Academic Technology, one week in advance of borrowing date.
3. Equipment will be picked up and returned by the borrower at the convenience of the college.
4. Borrower must exhibit ability to operate the machinery.
5. Any damage to equipment must be borne by the borrower.
6. The borrowing group shall be nonprofit and noncommercial. Examples of eligible groups are: religious institutions, service clubs, educational groups, voluntary health agencies, and youth organizations.
7. The equipment shall not be used at any meeting, exhibition, gathering or demonstration at which admission is charged.
8. The function at which the equipment is to be used shall be open to the general public or membership in the group shall be open to the general public.