

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Repair of Privately Owned Equipment**

DATE: **March 1, 1993**

NUMBER: **4.66**

REVISION(s): **7/25/00, 03/30/10**

Purpose

Recognizing that the mission of the College is to educate individuals with skills and knowledge in vocational and technical skills as needed by the community, it is appropriate to allow a limited amount of outside repairs to be introduced as a part of the training experience in the laboratory period. It is understood that the College is not responsible or liable for theft or damage of any privately owned equipment, but that every effort will be made to ensure proper repair and security.

Policy

Outside repair is defined to include any work on a piece of equipment in a College laboratory that belongs to a party other than the College.

1. All outside work must relate to the training unit being taught, at the time, in the laboratory.
2. A copy of the liability waiver form must be completed and submitted to the faculty of that class **prior to delivery of the equipment**. All waivers must be kept on file by the class instructor.
3. No money is to be accepted or received by any faculty member or student.
4. Donations to officially recognized College clubs or organizations may be accepted with full knowledge of the President.

AUTHENTICATION (Signature):

COPP

President

03/30/10
(Date)

4.66

Ouachita Technical College

Repair of Privately Owned Equipment Waiver

I hereby agree to hold harmless Ouachita Technical College, its employees, and agents from any damage and/or theft that might occur to my personal property while it is at the College facilities for repair and/or maintenance. It is understood that the College agrees only to exercise reasonable care under the circumstances and to perform needed repair work as part of its student training program and any subsequent failure of the item indicated is the sole responsibility of the owner.

This waiver is given in consideration of this gratuitous service by the College. However, it is further understood that the materials and parts used in the repair or maintenance service will be furnished by the owner.

If said item is not claimed within sixty (60) days after notice of work completion, it shall be considered abandoned and the College, at its discretion, may dispose of it with no recourse by the owner.

Description of Equipment: _____

Owner Signature

Date Dropped Off

Owner Signature

Date Picked Up

Print Name, Address, and Phone Number

Received by

Date

A monthly report on the status and/or disposition of all Privately Owned Equipment must be submitted to the Vice President of Finance and Administration.