

UNIVERSITY EQUIPMENT, FACILITIES AND SERVICES

(For Use in Outside Activities)

An employee who engages in outside activities cannot normally expect to use University equipment, facilities and services. The use of these resources will be allowed only on a non-interference basis to the extent that (1) no more than normal depreciation of equipment is experienced and that (2) the use of facilities and services will not result in added expenses to the University. In those instances where added expenses are involved, there will be an appropriate charge for services and facilities.

The employee, upon signing this statement, certifies that the use of these University resources is specifically for the purpose of performing the activities listed and approved on the reverse of this printed page and does not constitute unfair competition with private enterprise.

EQUIPMENT

Equipment and manner in which it will be used _____

Department and college or other area(s) in which equipment is located _____

RECOMMENDATION FOR APPROVAL OF USE OF
EQUIPMENT ON A NON-INTERFERENCE BASIS:

APPROVAL OF CHARGES (if applicable):
_____ APPROVED _____ DISAPPROVED

Signature of Vice President/Dean/Director

Date

Controller's Office

Date

FACILITIES

Facilities and manner in which they will be used _____

Department and college or other area(s) in which facilities are located _____

RECOMMENDATION FOR APPROVAL OF USE OF
EQUIPMENT ON A NON-INTERFERENCE BASIS:

APPROVAL OF CHARGES (if applicable):
_____ APPROVED _____ DISAPPROVED

Signature of Vice President/Dean/Director

Date

Controller's Office

Date

SERVICES

(Including Computer)

Services and manner in which they will be used (if computer services, including statement describing class and type of service and description of use) _____

Department and college or other area(s) which will provide services _____

Approval of provision of services at the following charges: \$ _____

Controller's Office

Date

I assure the University that if in the course of this work the use of the above University resources changes significantly, a new application will be submitted immediately.

Signature of Employee

Date