

Utah Tech University Policy

136: Private Use of University Property



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I. Purpose

- 1.1 To facilitate the effective and safe use of Utah Tech University (“the University”) property by faculty, staff, students, and visitors.

II. Scope

- 2.1 This policy applies to all university property including, but not limited to, land, facilities, and equipment.

III. Definitions

- 3.1 **University Property:** Anything owned, leased, or controlled by the University including university land, university facilities, and university equipment. Intellectual property belonging to the University is university property, but is not addressed by this policy.
- 3.2 **University Land:** Any real property owned, leased, or controlled by the University whether or not that land contains improvements or other structures.
- 3.3 **University Facilities:** Any building, structure, installation, or other addition to university land that is owned, leased, or controlled by the University.
- 3.4 **University Equipment:** Any item, apparatus, machine, or other physical resource owned, leased, or controlled by the University.
- 3.5 **Camping:** the erection of a tent or shelter of natural or synthetic material; preparing a sleeping bag or other bedding material for use; use of a motor vehicle, motor home, trailer, bus or similar vehicle for overnight occupancy. The listed activities constitute camping when it reasonably

appears, in light of all the circumstances, that the participants are using the area as a living accommodation regardless of the intent of the participants or the nature of any other activities in which the participants may be engaging.

IV. Policy

- 4.1 All university property should be safeguarded against possible loss or misuse. University employees must take reasonable precautions to ensure the security of university property.
 - 4.1.1 All employees who utilize university equipment in the performance of their jobs must operate such equipment in a safe and prudent manner, keep it properly maintained, and follow established procedures for equipment control.
- 4.2 Employees may not remove any university equipment from university premises under any circumstances without prior written authorization from the relevant executive director, dean, or vice-president.
 - 4.2.1 With the consent of their immediate supervisor, employees may temporarily remove individually-assigned personal computing and telecommunications devices.
- 4.3 Private use of university equipment by outside persons, organizations, or agencies is subject to university rental procedures.
- 4.4 Absent written approval from the Executive Director of Facilities Management or designee, no camping may take place on any university land.
 - 4.4.1 Any such approved camping may take place only in specifically designated areas and must comply with any restrictions imposed by the Executive Director of Facilities Management.
- 4.5 University facilities, including private office spaces, are not to be used for short- or long-term lodging.
 - 4.5.1 Employees may not lodge, occupy overnight, or otherwise reside in any university facility except for those specifically identified by the Executive Director of Facilities Management as residential.
 - 4.5.1.1 This prohibition does not apply when an employee is required by a supervisor to remain on university premises during specified period of time for legitimate University purposes including staffing facilities with extended hours, providing

police and security services, circumstances in which timing is critical such as technology updates and research protocols, or emergency events that require immediate response.

- 4.6 Employees may not utilize university facilities for storage of personal items.
 - 4.6.1 Employees may utilize individual work space to store limited personal items for up to two weeks.
 - 4.6.1.1 Employees may not store any unreasonably large personal item, any item that may constitute a hazard to health or safety, or any item that interferes with the productive use of university property in any university facility for any length of time.
 - 4.6.2 Employees may keep limited personal and work supplies in individual work spaces.
 - 4.6.3 Employees may reasonably adorn individual work spaces with limited personal decoration.
- 4.7 Employees may not allow any non-employees to engage in any activity prohibited by this policy.
 - 4.7.1 Non-employees found lodging in university facilities may be trespassed from university premises.
- 4.8 Employees found in violation of this policy will be required to immediately vacate the property and/or remove items as necessary to come into compliance with the policy.
 - 4.8.1 Such violations may be subject to corrective or disciplinary action.

V. References – N/A

VI. Procedures—N/A

VII. Addenda—N/A

Policy Owner: General Counsel

Policy Steward: Assistant General Counsel, General Compliance Manager and Investigator; Executive Director of Facilities Management

History:

Approved Fall 1996

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