

Appendix B4

Instructions for completing the Request to Use University Equipment, Facilities and Services in Conjunction with Non-University Outside Activity

Any use of university equipment, facilities or services with regard to an outside activity must be approved prior to the activity. In general, the use of these resources will be allowed only on a noninterference basis, and a charge may be assessed.

An employee who has received University approval to engage in an outside activity may request approval for the use of University equipment, facilities, or services in connection with the activity. The University must approve the use in advance. The employee must request such approval by completing and submitting this form. In the case of faculty and A&P employees, the form should be attached to the Disclosure of Outside Activities and Financial Interests. In the case of non-faculty employees, the report should be submitted to the supervisor. If in the course of the work, the employee anticipates a change in the use or dates of University resources, a new request for approval must be submitted immediately.

**UNIVERSITY OF FLORIDA
REQUEST TO USE UNIVERSITY EQUIPMENT, FACILITIES AND SERVICES
IN CONJUNCTION WITH NON-UNIVERSITY OUTSIDE ACTIVITY**

An employee who has received University approval to engage in an activity may request approval for the use of University equipment, facilities, or services in connection with non-university outside activity. The University must approve the use in advance. The employee must request such approval by completing and submitting this form. In the case of Academic Personnel (AP) and exempt Technical, Executive, Administrative, and Managerial Support (TEAMS) employees, the form should be attached to the *Outside Activities and Financial Interests Report*. In the case of USPS or OPS employees, the report should be submitted to the supervisor. The use of any of these resources will be allowed only on a non-interference basis, and there may be a charge for such use. If in the course of the work, the employee anticipates a change in the use or dates of University resources, a new request for approval must be submitted immediately.

EQUIPMENT

Identify equipment description (e.g., fax, e-mail, computer decal #, etc.) and describe manner in which it will be used: _____

Specify dates of use: _____ List account(s) identified for reimbursement: _____

Location and address where the equipment will be used (e.g., home, office, other); _____

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

Associated charges (attach basis for determination or explanation if no charge): \$ _____

Signature and Title of Administrator (Custodian) Responsible for the Equipment _____ Date _____

FACILITIES

Identify facility, include location and manner in which the facility will be used: _____

Specify date of use: _____ List account(s) identified for reimbursement: _____

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

Associated charges (attach basis for determination or explanation if no charge): \$ _____

Signature and Title of Administrator (Custodian) Responsible for the Facility _____ Date _____

SERVICE

Identify service (including names of employees or students, computing service, etc.) and describe manner in which the service will be used: _____

Specify dates of use: _____ List account(s) identified for reimbursement: _____

Location and address where the equipment will be used (e.g., home, office, other); _____

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

Associated charges (attach basis for determination or explanation if no charge): \$ _____

Signature and Title of Administrator (Custodian) Responsible for the Service _____ Date _____

I hereby certify that the information described is accurate and complete and my use of university equipment, facilities, and services as reported will be solely in conjunction with activities approved on my Outside Activities and Financial Interests Report, which is attached to this request.

APPROVALS:

Chair or Supervisor Date

Please Print Name and Campus Address and Box #

Dean or Director (or Designee) Date

Office of the Vice President Date

Employee's Signature Date

for Finance and Administration

Copies of completed form must be sent to: Division of Human Resources, dean or director, custodian, controller and employee.