

UNIVERSITY EQUIPMENT, FACILITIES AND SERVICES

(For Use with Report of Outside Employment or Professional Activity Form)

An employee who engages in outside activities cannot normally expect to use University equipment, facilities and/or 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/or services will not result in added expenses to the University. Please note that there may be charges for equipment, services and/or facilities as deemed appropriate by approving authority. All sections that apply (Equipment, Facilities, and/or Services) will need to be completed and signed by Director or higher level area/department Supervisor. Sections that do not apply do not need to be completed.

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 **attached Report of Outside Employment or Professional Activity for FAU Employees** form 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:

Signature/Area Supervisor (Director level or higher) : _____ Date: _____

FACILITIES

Facilities and manner in which it will be used: _____

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

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

Signature/Area Supervisor (Director level or higher) : _____ Date: _____

SERVICES

(Including Computer)

Services and manner in which they will be used (if computer services are used include a statement describing class and type of service and description of use): _____

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

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

Signature/Area Supervisor (Director level or higher) : _____ 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. I also agree to pay any charges (if applicable) assessed for use of equipment, facilities, and/or services.

Employee Signature and Z# : _____ Date: _____