Policy Name: Building Occupancy Policy

Responsible Department: Physical Plant

Approving Body: Policy Committee

Approved Date: Tuesday, December 15, 2014

Purpose:
N/A

Policy:
Administrative buildings are unlocked from 7:30am to 5:00 pm. Faculty, staff, students and the public may occupy the buildings during these hours. For occupancy outside 7:30 am to 5:00 pm, students and the public must be accompanied by a University faculty or staff member or have written permission from the building supervisor specifying the approved time period of occupancy or they will be asked to leave the building.

Academic buildings are typically unlocked from 7:00 am to 10:00 pm. However, schedules may vary according to class schedules authorized by the appropriate building supervisor. Faculty, staff, students and the public may occupy the buildings during these hours. For occupancy outside 7:00 am to 10:00pm, students and the public must be accompanied by a University faculty or staff member or have written permission from the building supervisor specifying the approved time period of occupancy or they will be asked to leave the building.

The Student Center is unlocked from 6:00 am to 10:00 pm. Faculty, staff, students and the public may occupy the buildings during these hours. For occupancy outside 6:00 am to 10:00 pm, students and the public must be accompanied by a University faculty or staff member or have written permission from the building supervisor specifying the approved time period of occupancy or they will be asked to leave the building.

Procedures:
None