

PROCEDURES FOR STUDENT ACCESS TO
COLLEGE BUILDINGS DURING NON-SCHEDULED HOURS

BUILDING/ROOM ADMITTANCE PERMIT

For reasons of safety and security, students are not permitted to do class studies or projects in any building during non-scheduled hours unless they are under the direct supervision of a College staff member. This includes instructional studies and club activities.

If something is of such importance that a student needs to be in a building during non-scheduled hours, then it should be a staff member's responsibility to be there for safety and supervision.

This form is to authorize supervised access to College buildings at such times. The form should be submitted to the Maintenance Department after section A is completed. It will then provide notice to Maintenance to unlock all necessary doors and information as to building occupancy if any emergency should arise that requires notification to building occupants.

The College Switchboard Operator should be contacted for verification of times of non-scheduled hours.

A. To be completed by staff member:

- (1) Signature of authorizing administrator: _____
- (2) Name of responsible staff member: _____
- (3) Name of building to be opened: _____
- (4) Room number (names) to be opened: _____
- (5) Date access is needed: _____
- (6) Time of access: _____
- (7) Estimated departure time: _____
- (8) Approximate number of students in building: _____

B. To be completed by Maintenance Staff:

- (1) Date permit received: _____
- (2) Date admitted: _____
- (3) Time admitted: _____
- (4) Operator opening building: _____
- (5) Time building closed: _____
- (6) Operator locking building: _____