

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 classtudies or projects in any building during non-scheduled hours unless they are under the direct supervision of a College faculty or 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 will be a faculty or 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 Safety Services Office after Section A is completed. Safety Services will then provide notice to Maintenance to unlock all necessary doors. This information also alerts the Maintenance staff as to building occupancy if any emergency should arise that requires notification to building occupants.

The Safety Services Office 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 faculty/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 the Safety Services Office:

- (1) Date form received: _____
- (2) Date form forwarded to Maintenance Department: _____

C. To be completed by Maintenance Staff:

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