

## ACCESS TO CAMPUS FACILITIES

Most campus buildings are open from 5:30 a.m. to 11:00 p.m. Students and staff members are required to have identification cards which they may be asked to produce if there is a question about their authorization to be in a specific area.

Students are authorized to access and occupy college classrooms during assigned class periods. During non-class periods, students may remain in classrooms or laboratories only when supervised by a faculty member or an authorized staff member. During non-business hours, or on days when classes are not in session, the supervising faculty or staff member must notify the Campus Police Department or the on-duty Campus Police Officer of the activity.

During non-business hours, 11:00 p.m. to 5:30 a.m., Monday thru Friday, and 5:00 p.m. to 6:30 a.m. on weekends and holidays, employees who need access to college offices or other facilities for work-related purposes must notify the on-duty Campus Police Officer of their arrival on campus and the location in which they will be working. This notification allows the officer to monitor activity on campus, and helps prevent the accidental activation of facility intrusion alarms. Employees should also notify the Campus Police Officer when they depart the campus. This policy does not apply when events or the use of facilities have been previously approved on the Master Calendar (Board Policy 4055).