

Volume E2: Environment, Health Safety and Security	E2.15 University Facilities Hours and Access Effective Date: 08/15/2018	Responsible Office: University Police
	Responsible Officer: Chief of University Police	

POLICY STATEMENT

Northeastern Illinois University (the "University") will establish regular hours of operation and procedures to control access and use of all University facilities.

PURPOSE OF THE POLICY

In order to provide an appropriate level of security for property and personal safety, this policy establishes building hours and provides all members of the University community proper procedures for gaining access to University facilities. Access to Student residences (NEST) is under the direction and control of Student Residence Administration.

WHO IS AFFECTED BY THIS POLICY

All University staff, faculty, students, vendors and any other individual(s) who wish to gain access to University owned or leased property.

DEFINITIONS

Authorized Personnel: University faculty, staff, employees, and other individuals authorized to have access to facilities specified by University Police.

University facilities: Includes classrooms, laboratories, offices, public areas, and all other areas within the various Northeastern Illinois University campus locations.

REGULATIONS

[720 ILCS 5/21 Damage and Trespass to Property](#)
[720 ILCS 5/21-5 Criminal Trespass to State Supported Land](#)

PROCEDURES

1. ESTABLISHMENT OF BUILDING HOURS OF OPERATION

Buildings hours for all campus locations will be determined by the following:

- Events scheduled by the Office of Student Union, Event and Conference Services
- Operational needs of business units and campus services.
- The academic calendar
- The University holiday schedule

The President, Vice Presidents, or designees, may make changes to building hours of operation as necessary (see Appendix A).



2. LOCKING AND UNLOCKING DOORS

Where applicable, University Police will unlock most doors approximately 30 minutes prior to and lock most doors approximately 30 minutes following the hours listed for each building in the appended "Building Hours of Operation" for fall and spring semester and summer session, and interim periods. For safety and security reasons, some buildings such as the Library and the Student Recreation and Wellness Center will strictly adhere to the hours of operation listed on page 4 of this policy. At other times, entry to buildings by Authorized Personnel must be coordinated through the University Police Department's office.

3. HVAC

Tempered air and ventilation to the buildings will only be provided in accordance with the appended schedule set forth by Facilities Management. Arrangements for tempered air and ventilation for events that occur when the University is closed must be made through Facilities Management at least 30 days in advance. Exceptions must be approved by the appropriate Vice President and coordinated through Office of Student Union, Event and Conference Services, and Facilities Management at least 24 hours in advance.

4. VIOLATION

Entry to or exit from any building by any means not described herein is unauthorized and violates this policy. Persons who violate this policy may be subject to sanctions and/or arrest for criminal trespass on state property under Illinois statute. (See Regulations)

5. APPROVAL FOR ACCESS WHEN THE UNIVERSITY IS CLOSED

In the event students, vendors, suppliers of necessary services or any other individual(s) not directly affiliated with the University require admittance to any of the campus locations during closed periods, department chairs, deans, directors, or unit heads must provide University Police with a written or email request to permit access. This request must provide the following information:

- Name(s) of the individual(s)
- Room(s) or area(s) to be occupied
- Date(s) and time(s) of entry and exit

Requests should be made as soon as possible before access is needed. Requests are approved as they are received by the Chief of Police or his designee during normal administrative hours, Mon-Fri 9:00am-5:00pm. Emergency requests for access will be reviewed on a case by case basis by the police. All emergency requests will require the requestor to produce valid NEIU identification, specific reason for request, and verified a contact number in case follow up information is needed.

All University students, vendors, and any other individual currently without access approval and desiring entry to University facilities during breaks, holidays, weekends and after-hours must sign in and out, and present valid picture identification to the University Police Department. University Police will admit authorized personnel to the building and unlock doors as necessary. Access to building will be via the portal designated by University Police. Facilities Maintenance staff whose normal work hours are outside of the regular building hours are the only exception.

All University staff and faculty who currently have access are not required to report after-hours entry if they will be accessing their regular work location. For their safety, the University Police strongly encourage everyone to call and report their after-hours presence and expected duration on campus. Faculty and staff with current access privileges seeking access to a non-approved location on campus (any location outside of their regular work location) should request assistance and approval from the University Police. Individuals must ensure that all doors are securely closed and/or locked.

University Police Department's office location:

Main NEIU campus, the ground floor of the parking facility (Lot F), Ph. 773-442-4100

6. IDENTIFICATION BADGES FOR VENDORS AND CONTRACTORS

Contractors and all his/her employees and subcontractors must pick up and return identification badges at the University Police Department's office every day they are on campus. Contractors with six or more



workers on campus, including subcontractors, shall at a minimum designate a person in charge to obtain contractor badges for all contractors under their supervision or require each contractor to obtain a contractor badge individually. A valid Photo ID is required to obtain a contractor badge. In the case where a person is designated in charge of obtaining workers' badges, a list of the other workers is also required. Drivers Licenses must be checked if contractors, subcontractors, and all his/ her employees will be driving on campus.

Vendors and contractors are confined to the areas for which they are approved by University Police and may NOT provide access to others.

7. STUDENTS

Student access to University facilities when the University is closed is confined to the areas for which they are approved by University Police and may NOT provide access to others.

8. EVENTS

Requests for services for events to occur when the University is closed will be coordinated through the Office of Student Union, Events and Conference Services in conjunction with University Police recommendations.

In the event of a rehearsal or performance, the event information must be sent to University Police to cover all attendees and associated personnel.

GUIDELINES

Northeastern Illinois University reserves the right to deny the use of its facilities and properties to any individual or organization whose activities are in violation of local, state or federal law.

HISTORY

Formerly Administrative Memorandum No. 46 –Admission to Campus Facilities When University is Closed, effective date 3/1/1995

APPENDIX

Buildings and Hours of Operation

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[Northeastern Policy E2.4 Key and Access Control and Security Awareness](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Chief of University Police	(773) 442-4100	police@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.



APPENDIX A: BUILDINGS AND HOURS OF OPERATION

University Buildings:

B – Building B	E – Building E
BBH – Bernard Brommel Hall	ELC – El Centro
BOB – Bernard Office Building	F – Building F
C – Jerome M. Sachs Administrative Building	FA – Salme Harju Steinberg Fine Arts Center
CBM – College of Business and Management	J – Building J
CCAS – Center for College Access and Success	LIB – Ronald Williams Library
CCICS – Jacob H. Carruthers Center for Inner City Studies	LWH – Lech Walesa Hall
CH – Child Care Center	SRWC – Student Recreation and Wellness Center
D – Building D	SU – Student Union

FALL & SPRING SEMESTERS*	HOURS	BUILDINGS
MONDAY - THURSDAY	7:00 AM – 6:00 PM	CH
	8:00 AM – 5:00 PM	BOB, C, J
	8:00 AM – 6:00 PM	CCAS
	8:00 AM – 10:00 PM	B, BBH, CBM, CCICS, D, E, ELC, F, FA, LWH, SRWC, SU
	8:00 AM – 10:45 PM	LIB
FRIDAY	7:00 AM – 6:00 PM	CH
	8:00 AM – 5:00 PM	BOB, C, D, J
	8:00 AM – 6:00 PM	CCAS, LIB
	8:00 AM – 7:00 PM	SRWC
	8:00 AM – 7:30 PM	B, CBM, F
	8:00 AM – 10:00 PM	ELC, LWH, BBH, CCICS, E, FA, SU
SATURDAY	8:00 AM – 4:00 PM	CCICS, ELC
	8:00 AM – 5:00 PM	B, BBH, FA, LWH
	9:00 AM – 5:00 PM	SRWC
	9:00 AM – 6:00PM	LIB
SUNDAY	9:00 AM – 10:00 PM	LIB
	12:00 PM – 5:00 PM	B
	1:00 PM - 5:00 PM	SRWC
SUMMER SESSIONS*		
MONDAY - THURSDAY	7:00 AM – 6:00 PM	CH
	8:00 AM – 5:00 PM	BOB, C, J
	8:00 AM – 6:00 PM	CCAS
	8:00 AM – 10:00 PM	B, BBH, CBM, CCICS, D, E, ELC, F, FA, LWH, SRWC, SU
	8:00 AM – 10:45 PM	LIB
FRIDAY	7:00 AM – 6:00 PM	CH
	8:00 AM – 5:00 PM	B, BBH, BOB, C, CBM, D, F, J
	8:00 AM – 6:00 PM	CCAS, LIB
	8:00 AM – 7:30 PM	LWH, SRWC
	8:00 AM – 10:00 PM	CCICS, E, ELC, FA, SU
SATURDAY	8:00 AM – 1:00 PM	BBH, FA
	8:00 AM – 4:00 PM	CCICS, ELC
	8:00 AM – 5:00 PM	B, F, LWH
	CLOSED	LIB
SUNDAY	12:00 PM – 8:00 PM	LIB
	12:00 PM – 5:00 PM	B, F
SEMESTER BREAKS*		
MONDAY - FRIDAY	7:00 AM – 6:00 PM	CH
	8:00 AM – 6:00 PM	ALL OTHER BUILDINGS
SATURDAY	CLOSED	LIB
SUNDAY	9:00 AM – 5:00 PM	LIB

* With the exception of official University holidays.

NOTES:

1. Building hours are subject to change, check with area visiting for most current hours.
2. Although buildings may be open, departmental office hours will vary.
3. All buildings will be opened 30 minutes before and locked 30 minutes after the time indicated above by University Police. At other times, entry to buildings by authorized personnel must be coordinated as outlined in Procedures section.
4. Tempered air and ventilation to the buildings will be provided in accordance with this schedule and for off-hours events arranged through Facilities Management at least 30 days in advance. Exceptions must be approved by the appropriate Vice President and coordinated with University Police and Facilities Management and the Office of Student Union, Event and Conference Services at least 24 hours prior to the time desired. Adequate ventilation is extremely important for laboratories in the fine Arts and Science buildings.
5. For safety and security reasons, some buildings such as the Library and Student Recreation and Wellness Center will strictly adhere to the listed hours of operation.