March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 46

To: Vice Presidents, Deans, Directors, Department Chairs, and Other Administrative Officials

From: Gordon H. Lamb, President

Subject: Admission to Campus Facilities When University is Closed (i.e., After- Hours, During Breaks, Holidays and Weekends)

All faculty and staff desiring entry to University facilities during breaks, holidays, weekends and after-hours must sign in and out, and deposit some form of valid identification with the Public Safety Office. There will be no exceptions.

a. Procedure Upon Arrival During Closed Hours:

   Authorized Personnel will check in at the Public Safety Office to:

   1) Sign in and deposit photo ID with Public Safety;

   2) Public Safety will admit faculty/staff to the building and unlock doors as necessary.

      (a) Entry to the Classroom Building, Areas A, B, C, D, E, F, G and H will be through the "E" Building's Northwest door only (adjacent to the Public Safety Office).

      (b) Only the front doors of the Library, Science Building and the Music Annex and Art Studio will be authorized for use.

b. Procedure Upon Leaving

   1) All personnel must insure that doors are securely closed and/or locked;

   2) Individuals must return to Public Safety, sign out, and pick up ID.

c. In the event students, vendors, suppliers of necessary services or any other individuals not directly affiliated with the University require admittance during closed periods, Department Chairs, Directors or Deans must provide Public Safety with a written notice of same. This notice must provide the following information:
1) Name of the individual(s);
2) Room(s) or area(s) to be occupied;
3) Specific hours; and
4) Specific dates.

Students, vendors or suppliers are also required to sign in and out in the Public Safety Office.

d. Procedure when Already in the Building

Those authorized persons who are already in the building and wish to remain past closing time must call Public Safety and estimate their time of departure (and call again at time of departure).

e. Violation of this Policy

Entry or exit by any other means is unauthorized and violates this policy. Persons who violate this policy may be subject to University disciplinary action, sanctions and/or arrest for criminal trespass on state property.