

Date: Sun, 29 Mar 2009 21:53:32 -0400
Reply-To: Irvin Clark <clarki@savstate.edu>
Sender: ALLUSERS <ALLUSERS@savstate.edu>
From: Irvin Clark <clarki@savstate.edu>
Subject: After Hours Campus Access Policy (Cabinet Approved - 9 March 09)
Comments: To: allusers@savstate.edu
To: ALLUSERS@savstate.edu

Campus Community,

Please find below the new University Policy on After Hours Campus Access.

Thanks!

Irvin

Policy on After Hours Campus Access

Policy:

This policy provides guidelines for admission to University buildings, library, offices, classrooms and campus after normal operating hours.

I. Normal University Business Traffic Hours of Operation

Monday - Friday 7:00am to 6:30pm (access to the campus restricted to LaRoche entrance after 6:30pm)

II. Normal Academic Buildings Hours of Operation

Monday - Friday 7:00am to 6:30pm (ALL academic building close with the exceptions of Payne Hall and Howard-Jordan School of Business that remain open until 10:00pm and Hubert Hall that will remain open until 8:30pm).

All academic buildings are closed on weekends except for special occasions.

III. Library Hours of Operation

Fall and Spring Semester Hours

Asa H. Gordon Library is open the following times during Fall and Spring Semester:

Monday - Thursday	7:30am - 10:00pm
Friday	7:30am - 5:00pm
Saturday	8:00am - 5:00pm
Sunday	2:00pm - 10:00pm

Summer Semester Hours

Asa H. Gordon Library is open the following times during Summer Semester:

Monday - Thursday	8:00am - 8:00pm
Friday	8:00am - 5:00pm
Saturday	Closed
Sunday	2:00pm - 8:00pm

IV. King-Frazier Student Center Hours of Operation

Monday - Friday	7:00am to 10:00pm (Later if scheduled events are taking place)
Saturday	8:00 AM – 8:00 PM (Later if scheduled events are taking place)
Sunday	8:00 AM – 8:00 PM (Later if scheduled events are taking place)

King-Frazier Game Room Hours of Operation

Monday - Thursday	10:00am to 8:00pm
Friday	10:00am to 5:00pm
Saturday & Sunday	1:00pm to 4:00pm

King-Frazier Cyber Café Hours of Operation

Monday - Friday	8:00am to 8:00pm
Saturday & Sunday	Closed

V. Tiger Arena Hours of Operation

Monday – Friday	8:00 am to 10:30pm (the closing time will be adjusted to accommodate practice schedules and pre-approved meeting times)
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The Arena is to be closed on the weekends with the exception given to scheduled competitions and pre approved meetings.

VI. Dining Facilities Hours of Operation

Dining Hall @ King Frazier

Monday – Friday	Saturday
Breakfast: 7:30 am – 9:30 am	Breakfast: 9:00 am - 10:00 am
Lunch: 11:00 am – 2:00 pm	Lunch: 11:30 pm – 1:30 pm
Dinner: 4:30 pm – 7:30 pm	Dinner: 4:00 pm – 6:00 pm

Sunday
Brunch: 10:30 am – 1:00 pm

Dinner: 4:00 pm – 6:00 pm

Tiger Café @ King Frazier	Kiosk @ Tiger Arena
Monday – Thursday	Monday – Thursday
Lunch: 11:00 am – 2:00 pm	Breakfast: 8:00 am – 10:59am
Dinner: 4:00 pm – 8:00 pm	Lunch: 11:00 am – 3:59 pm
	Dinner: 4:00 pm – 7:00 pm
Friday	Friday
Lunch: 11:00 am – 2:00 pm	Breakfast: 8:00 am – 10:59 am
Dinner: Closed	Lunch: 11:00 am – 3:59 pm
Saturday – Sunday – Closed	Dinner: Closed
	Saturday – Sunday - Closed

VII. Willcox-Wiley Complex Hours of Operation

Willcox-Wiley POOL for Students, Faculty and Staff

Monday - Friday	6:00PM-9:30PM
Saturday	10:00AM-1:00PM
Sunday	6:00PM 9:00PM

Willcox-Wiley GYM for Students, Faculty and Staff

Monday – Friday	9:00AM-12:00AM 1:30PM-9:30PM
Saturday	10:00AM-5:00PM
Sunday	2:30PM-9:30PM

Willcox-Wiley WEIGHT ROOM for Students, Faculty and Staff

Monday - Thursday	9:15AM-11:45AM 1:30PM-3:30PM
6:30PM-9:30PM	
Friday	9:15AM-3:30PM
Saturday & Sunday	Closed

Willcox-Wiley Weight Room for Athletic Teams

The Willcox-Wiley Weight Room is open for athletic teams during those times the facility is closed to students, faculty and staff.

Procedures:

VIII. Admissions to Buildings

- A. The Office of Public Safety maintains daily logs, which contain the name(s) of anyone admitted to any building after it has been secured at the end of the normal working day or when the campus is closed. For this reason, and because the Office of Public Safety may not know all employees personally, they are required to determine proper

identification before granting access. Therefore, it is required that all persons carry proper identification when requesting access to any campus facility after hours.

- B. After regular working hours or when the campus is closed, the Office of Public Safety may deny access to anyone that is unable to produce proper identification or to anyone they believe has no legitimate business on campus.
- C. Undergraduate students will not be admitted to buildings, rooms or laboratories during and after regular working hours or when the campus is closed unless accompanied by an employee of the University. The employee is responsible for the student's conduct while in the building, rooms or laboratory. Pre-authorized graduate students will be granted access to academic spaces for research purposes.

IX. After Hours Use of Classrooms, Labs, and other Academic Areas

- A. Use of classrooms, labs, and other academic areas is limited to normal operating hours unless prior approval has been received from the faculty member who controls the space, chair or dean. Approval must be provided to and acknowledged by the Office of Public Safety before using an area. Faculty, staff, students, and visitors found using academic areas after hours without prior approval of the designated building coordinator for building (contact the Office of Public Safety to find out who the designated building coordinator is), will be asked to leave the building. Notice of approval may consist of an email, or other written notification. Authorization is not complete until acknowledged by Campus Police.

This section does not apply to faculty, staff or graduate students prepping labs or classrooms, or doing other individual work after hours. Faculty, graduate students or staff working after hours must notify Office of Public Safety of their presence in the building if staying after normal hours, and again when they leave the building.

- B. Undergraduate students and visitors must be accompanied by a faculty or staff member at all times when using academic areas after normal operating hours. Student lab monitors must be approved in advance by the faculty member who controls the space, chair or dean and be registered with the Office of Public Safety.
- C. During regular working hours students will not be permitted access to laboratories or other rooms that contain equipment where safety and security is of concern, unless the proper instructor or is present.
- D. All academic areas must be secured when unoccupied. When working after normal hours, notify Office of Public Safety when you are done and leaving the building.

X. After Hours Access to Offices

Faculty and Staff may access their offices after normal operating hours. Contact the Office of Public Safety in advance to gain access to your assigned building and office ONLY. Notify Office of Public Safety and remain at the building until a Public Safety Officer arrives to secure the

building before you leave. This will help assure your safety and provide information needed to properly secure the building.

XI. Student and Visitor Admissions to Campus After Visitation Hours

- A. Non-residential students, visitors and unauthorized guests will not be granted access to the campus after official visitation hours end. Authorized guests must present a copy of their overnight guest authorization form to gain access and must be accompanied by the sponsoring student.

Co-ed Visitation Periods and Hours for Bostic, Bowen-Smith and Peacock Halls and the FLLC:

Sunday through Thursday starting at 6:00pm to 11:00pm (**all visitors must be signed out before 11:00pm**)

Fridays and Saturdays starting at 6:00pm to 12:00am (**all visitors must be signed out before 12:00am**).

Co-ed Visitation Periods and Hours for University Village and University Commons:

Sunday - Thursday 6:00pm - 11:30pm

Friday and Saturday 4:30pm - 12:30am

- B. Anyone requested by the Office of Public Safety to show an identification card, but who cannot produce one, and believes they have a legitimate reason for being on SSU property, will be asked by the Office of Public Safety to explain these reasons. If the Office of Public Safety determines any such explanations are insufficient, they reserve the right to request the person leave the premises; or upon refusal, physically remove the individual.
- C. Residence hall entrances are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock.
- D. Students will not be admitted to buildings, rooms or laboratories after regular working hours or when the campus is closed unless accompanied by an employee of the University. The employee is responsible for the student's conduct while on campus.