

ACCESS TO ACADEMIC AND ADMINISTRATIVE BUILDINGS

PURPOSE

It is the purpose of this document to establish a policy governing access to academic and administrative buildings.

POLICY

- A. NORMAL HOURS OF OPERATION (Parenzo, Wilson and Bates)
1. Regular operating hours of these buildings during the academic year shall be:
 - a) Monday through Friday 6:00 a.m. – 11:00 p.m.
 - b) Saturday and Sunday Noon – 5:00 p.m.
 - c) Holidays – the Saturday/Sunday schedule shall be followed.
 - d) Hours shall be posted at or near each entrance to the building.
 2. A summer schedule shall be adopted by May 15th of each year by the Office of the Vice President, Academic Affairs, after consultation with the Vice President of Student Affairs, the Dean of Graduate and Continuing Education, the Coordinator of Conference Services and the Director of Public Safety and the Assistant Vice President of Administration.
- B. SPECIAL USE FACILITIES (Library, Campus Center, Computer Labs, Woodward Center, Music Rooms and Art Studios)
1. The hours of operation of special use facilities shall be determined by the department head with the approval of the appropriate Vice President or the President. The hours of operation shall be posted prominently at or near the entrance to the facility.
 2. No one may enter a special use facility during other than posted hours without the written authorization of the department head or his/her designee.
- C. NORMAL HOURS OF OPERATION (333 Western Avenue)
- a) Monday through Friday 7:00 a.m. – 11:00 p.m.
 - b) Saturday and Sunday closed unless open by special arrangement.

D. ACCESS DURING OTHER THAN NORMAL HOURS OF OPERATION

1. Faculty and designated administrators shall have access to their offices and work areas at any time, seven days a week, twenty-four hours a day.
2. Other University staff may be granted access as needed with the approval of the President, appropriate Vice President, or his/her designee.
3. Students and the general public may be admitted with the express written authorization of a faculty member, the Coordinator of Conference Services, or other responsible University official. Such authorization shall be provided to the Department of Public Safety in advance.
4. Any person entering a facility during other than the normal hours of operation shall notify the Public Safety Office of his/her arrival and departure.

E. HAZARDOUS SITUATIONS

If, in the judgment of the Director of Public Safety or the Assistant Vice President of Administration, there exists in any building a hazardous or unsafe condition, access to the building, or a part thereof, may be denied for as long as such condition exists.

F. RESIDENCE HALLS

All residence halls are locked 24 hours per day. Non-students must present an ID and sign in to the hall. All residence hall occupants and their guests must observe specific policies related to residential life. During special events being held on campus, additional regulations may apply as implemented by the university.

G. OFF-CAMPUS FACILITIES

Westfield State University does not own, operate, recognize, or exercise jurisdiction or authority over any off-campus organizations or off-campus

Westfield State University

Policy concerning:

Section Administrative

number 0010

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APPROVED: September 1992

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living facilities.

REVIEW

This policy will be reviewed annually by the Assistant Vice President of Administration.