

## **POLICY FOR ADMISSION INTO THE COLLEGE DURING OFF HOURS, WEEKEND(S) AND HOLIDAY(S)**

EFFECTIVE IMMEDIATELY:

**Hours of Operation:**            **Monday thru Friday, 7:00 AM – 11:00 PM\***  
   **Saturday, 8:00 AM – 6:00 PM\***  
   **Sunday, 12:00 PM – 5:00 PM\***  
   **The Library Staff will post Library hours of operation**  
   **\* Please note: The premises must be vacated promptly**  
   **at closing time.**

Faculty, Staff and Students with valid college ID's will be admitted to the school on weekends, holidays and OFF hours according to the following procedures:

- Faculty must have prior authorization from their department head, giving their location and expected time in and out. Department Heads must copy the Academic Dean when authorization is granted.
- Administrators and staff employees must have prior authorization from their Vice-President, giving their location and expected time in and out.
- Clubs and Associations' members with proper ID's will be admitted to the College during OFF Hours, with prior authorization from the Vice-President of Student Affairs. **A moderator must be present.**
- Athletes with proper ID's will be admitted to the College during OFF Hours, according to schedule provided by the Athletics Dept. **A coach or other authorized personnel must be present.**

Visitors will be admitted to the college only during operating hours, according to the following procedure:

- Students' guests must be accompanied by a student with a valid ID. Guests will not be allowed to use any School equipment. The number of guests is limited to three at one time
- Alumni will be admitted to the School during regular hours with prior verification and/or for any events organized by Alumni Relations, Special Events, Development.
- Swimmers will be admitted according to a schedule provided by the Athletics Department.
- Senior citizens and other members of the community will be admitted to attend any events organized by Special Events/Community Relations.
- Outside parties (groups) must have authorization from Facilities Management.

Authorization to enter the building from the appropriate department head is to be sent to Facilities Management, no later than 1:00 PM on Friday or the day before a holiday. The names of those with authorized entry must be submitted indicating the expected time in and out and location so they may be added to the weekend/evening schedule.

The President, all Vice-Presidents and some Directors, IT staff, and the President of the SGA will have unlimited access to the College.

Other special circumstances for unlimited access will be considered as needed. Requests for unlimited access should be submitted to the Executive Vice-President by the appropriate Vice-President.