

Internal Governing Policies

#143 - Use of University Facilities and Grounds - Evening and Weekend Use of Buildings

Approved: July 24, 1997

Monitor: Vice President for Business Affairs

University buildings may be occupied after closing hours Monday through Friday and on weekends when classes are not in session only by:

1. persons attending scheduled events, or
2. persons under the direct supervision of a faculty member, or
3. persons holding special departmental identification cards authorizing individual use and study.

Such use of University buildings shall be according to the following regulations:

1. Students are not authorized to be in any University classroom building--except the Fine Arts Center, Student Services Building, and Buzzard Building--after 12:00 midnight. This restriction includes students who have authorization to be in buildings after closing hours.
2. Students in a building after closing hours must have in their possession a signed authorization from a department head stating that they have been granted permission to be in a specific location after closing hours.

Authorization slips and/or cards issued by department heads are valid only for the semester in which they are issued. Department heads may issue permits for facilities under their supervision only.

3. Keys may not be issued to students. If it is necessary for a graduate assistant to have a key, the key should be issued to the department head who will be responsible for checking out the key to the student and picking it up when the student leaves.
4. It shall be the responsibility of the department head to designate the departmental facilities to which students may have access after closing hours. Security of the material and equipment in departmental facilities available to students after closing hours is the responsibility of department heads.
5. Disciplinary action may be taken against students using University buildings without authorization after closing hours.
6. The Office of Campus Scheduling is responsible for scheduling all facilities with the exception of classes, which are scheduled by the Office of the Vice President for Academic Affairs.

Building Closing Schedule

The term "closed" indicates that the building is locked. In some instances, a "closed" building may be open if unlocked by authorized personnel. For example, intramural supervisors open and close McAfee Gymnasium as required on weekends.

Closing Hours for:

<u>Building</u>	<u>Monday-Friday</u>	<u>Weekends</u>
Blair Hall	10:00 p.m.	Closed
Buzzard	12:00 midnight	Open until midnight
Clinical Services	5:00 p.m.	Closed
Coleman Hall	10:00 p.m.	Closed
Fine Arts Center	11:00 p.m.	Open 7:00 a.m. to 10:00 p.m.
Klehm Hall	10:00 p.m.	Closed
Lantz Gymnasium	11:00 p.m.	Open until 11:00 p.m.
Life Science	10:00 p.m.	Open Saturday 8:00 a.m. to 5:00 p.m. Open Sunday 1:00 to 5:00 p.m.
McAfee Gymnasium	11:00 p.m.	Closed
Old Main	10:00 p.m.	Closed
Physical Science	10:00 p.m.	Closed
Student Services	12:00 midnight	Open until midnight
Tarble Arts Center	5:00 p.m.	Closed Saturday and Monday Open Sunday 1:00 - 5:00 p.m.
University Union	11:00 p.m.	Open until 11:00 p.m.

