

SUBJECT: University Building Access			
Effective Date: 3-3-07	Replaces: 7-3-02	Prepared by: Chief of Police	Approved by: Charles W. Gregory

POLICY

The overriding purpose for this policy is protection of the lives and property of the Benedictine University community. This policy is to ensure that all facilities owned or controlled by Benedictine University are reasonably accessible during hours that are necessary to accommodate the needs of faculty, staff, students and the general public.

PROCEDURE

Building Access Hours

Access protocol will help to increase the safety and welfare of students, employees, visitors and properties through minimizing incidents of vandalism and theft, aiding University Police personnel in identification of suspicious activity and reducing the University's exposure to liability. Posted access hours will also increase the efficiency of custodial and maintenance personnel in completing duties after hours. Unauthorized access may result in University disciplinary action or the filing of criminal complaint depending on the seriousness of the violation. Each Benedictine University facility has varying hours of operation to accommodate the needs of users, as detailed in the Excel spreadsheet [Building Access - Hours of Operation 2008.XLS](#)

Exceptions to Posted Hours

The only exceptions to posted opening and closing hours will be for special programs or events sponsored by the University and attended by one or more staff or faculty sponsors. Opening and closing hours may be adjusted during periods when classes are not in session; i.e. spring break, semester breaks, holidays. Exceptions to posted hours must be approved in writing from the Executive Vice President.

Use of Facilities After Normal Hours of Operation

Only faculty and staff will be allowed in University facilities after official building closing hours. To obtain building access contact Public Safety. An identification card will need to be displayed upon entrance to the facility. Non-employees are to vacate facilities at closing unless working at the request of a faculty or staff member of the University. Students will not be granted access after hours unless approved by the Head of Department, in writing, with student information and needs. This information is to be communicated by e-mail to University Police.

Employees are to accommodate the needs of building and custodial staff if staying after hours and shall not interfere with cleaning operations by crossing work barriers, walking on wet or waxed floors or entering other temporarily restricted areas.

Refusal of Entry, Ejection and Requests for Identification

Persons having no legitimate business may be ejected upon failure to leave peaceably on request. University Police personnel are authorized to request identification of any person, including employees, on the property. Failure to produce satisfactory identification is grounds for ejection from the premises.

Trespassing

A person commits an offense (criminal trespass) if that person enters or remains on property or in a building of another without effective consent and the person (1) had notice that the entry was forbidden; or (2) received notice to depart but failed to do so. "Notice" includes oral or written communication or a sign or signs indicating entry is forbidden. In such situations, the police will be called for assistance if an individual refuses to leave the premises after being asked to do so.