

Minnesota State University, Mankato University Procedure	
Procedure Name: Weapons and Firearms	Effective Date of Last Review: August 1, 2017
Custodian of Procedure: Vice President for Student Affairs and Enrollment Management	Date of Last Review: September 2023
Date of Adoption: August 16, 2004	Date of Next Review: August 2030

PROCEDURE

1. The University does not provide storage facilities for any weapons or firearms.
2. Use/possession of weapons, firearms, on campus property for academic or other purposes must be approved in writing by the President's Office. Parties requesting to bring any weapons on campus for academic or other purposes should complete the proper "weapons request form at the University Security Office. The form will then be forwarded for approval to the College Dean, Vice President for Academic Affairs, and President in this order. If the request is for a non-academic purpose the form will be forwarded for approval to the Vice President for Student Affairs and Enrollment Management and President in this order. After final approval is given by the President, the approved form will be returned to University Security for notification of the permission granted.
3. The Reserve Officer's Training Corps program is exempted from having to seek permission to possess the "replica" firearms that they use as part of their training program. They should notify University Security when they will be using them on campus.
4. Businesses leasing property from the University can post only their leased space with "no firearms" signs in accordance with the Minnesota Citizen's Personal Protection Act of 2003 (MCPA).
5. A contract to use space by individuals not associated with the University should include the following statement: "Licensee agrees to honor and abide by all rules and regulations set forth by Licensor during its occupancy of the space, including complying with the University's weapon policy."
6. All contracts negotiated with outside vendors will state that the company prohibits their employees from carrying any weapons, including handguns for which employees may have a permit to carry while on MSU property. Contracts for work that includes the possession of a handgun as part of the employees' duties, for which they are being hired by the University, are exempt from this provision.

7. Suspected violations by an employee that are reported to Security will be forwarded to the Department of Human Resources.
8. Suspected violations by a student that are reported to Security will be forwarded to the Office of Student Conduct.