

Minnesota State University, Mankato University Policy	
<b>Policy Name:</b> Building Access	<b>Effective Date of Last Review:</b> July 1, 2018
<b>Custodian of Policy:</b> Vice President for Student Affairs and Enrollment Management	<b>Date of Last Review:</b> September 2017
<b>Date of Adoption:</b> July 1, 2000	<b>Date of Next Review:</b> September 2024

**POLICY**

The purpose of this policy is to provide faculty, staff and students with convenient and safe after-hours access to university buildings, in support of academic and student programs and activities. It also seeks to ensure that university property is safeguarded.

Faculty and staff (including graduate assistants) who are issued keys or electronic access may enter facilities at their discretion. Others (e.g. student employees, assistants, etc.) issued keys may enter facilities based on the parameters of their identified responsibilities. Individuals in buildings after hours may be asked to show their university identification.

The University takes seriously its responsibility to provide students and university employees with safe facilities, and well maintained equipment and materials. Individuals accessing University buildings after-hours also take responsibility for their own safety and shall follow any policies and procedures established for access and usage. Individuals should also follow all site-specific requirements (i.e. for specific labs or work spaces) that have been developed.

**Authorized Access**

Students (both undergraduate and graduate) may not be in a building after hours unless they have been approved or are under the direct supervision of a faculty or staff member who is actively monitoring the student’s work or activities. Students who are allowed access to specialized areas must follow established safety guidelines for those areas. Specialized areas are understood to include science labs (research and teaching), art and theatre production areas, machine shops, studios, practice rooms/rehearsal spaces and other areas where specialized equipment or materials are kept.

Building open and closed times are determined by scheduled use. Scheduling use of a building can be done by contacting University Scheduling.

A University community member is an individual that is a current student, faculty, staff, or invited guest of a current student, faculty, or staff person. Some examples of invited guests include University event attendees, contractors, guest lecturers, employers, users of public services (such as Library services or dining services), or friends and family. Students, faculty, and staff are responsible for their guests, and must be present or reachable via communication upon request when a guest is on campus. Invited guests that don't have a student, faculty, or staff person that is present or reachable via communication may be asked to leave University buildings or grounds.

If a building occupant is interfering with scheduled University functions, they may be escorted out of the building.

## PROCEDURE

1. When University buildings are locked, University Security Officer's will patrol buildings to ensure remaining occupants are authorized for access.
2. Departments that want to authorize access to closed buildings or spaces can submit an [area access form](#) to University Security.
3. Most spaces within the University should be locked when not occupied by an authorized user.

University community members should lock these spaces upon departure when the space is being left unoccupied.

4. University community members should notify University Security to report any suspected unauthorized building occupants.
5. Individuals who do not possess a University employee ID or University student ID and are not authorized to be in the space they are in will be escorted from the building. University Security will confiscate any university keys in the possession of persons found not in compliance with this policy. Confiscated keys may be picked up the following business day after verification from the authorized department that the confiscated keys were properly provided to the individual in accordance with the University key policy.
6. University Security will request assistance from the Mankato Department of Public Safety in cases of person(s) refusing to provide identification and/or refusing to leave the premises.

## RATIONALE

The University takes its responsibility seriously to provide students and university employees with safe facilities and well-maintained equipment and materials. Allowing

access to facilities is a valuable part of a student's educational experience and necessary for staff to perform their duties. We must allow this access in a way that is safe for the community

<b>Policy:</b>		
<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
<b>✓ Vice President's Recommendation</b>		<b>Date</b>
<b>✓ President's Approval</b>		<b>Date</b>