

Minnesota State University, Mankato  
University Procedure

<b>Procedure Name:</b> Building Access	<b>Effective Date of Last Review:</b>
<b>Custodian of Procedure:</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>

## 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.