

CAMPUS FACILITIES ACCESS AND SECURITY

(Unanimously Approved by the University Task Force on the
Federal Campus Safety Act 4-23-92)

The University maintains a strong commitment to campus safety and security. The following *Campus Facilities Access & Security Policy* and procedures allow for emergency notification and assistance if required.

Most campus buildings and public facilities are accessible to members of the campus community, guests, and visitors during normal hours of operation:

Monday through Friday:	6:00 a.m. to Midnight
Saturday:	6:00 a.m. to 6:00 p.m.
Sunday:	Noon to 9:00 p.m.
Official BGU Holidays:	Closed

Exceptions to normal operating hours are scheduled classes and special events.

Specific units may also have their own established normal hours of operation within the general university operating hours listed above. All exterior doors are secured and locked each day by officers by the end of normal operating hours.

Access to facilities while closed is available only to:

Authorized GSU staff members who enter through a special access entrance after checking and wearing their authorized GSU photo ID, or DPS issues a *Staff Building Pass* for the duration of their stay during any closed period. Such staff must also check out and leave through this same area when finished. Any staff already in campus buildings and staying after closed hours must report via telephone or in person to DPS and follow the identification and exit procedures previously listed.

Students who complete and file an *After Hours Access Permit* which must receive prior approval from their instructor and appropriate division chairperson. This permit is checked at the special access entrance and student access to a specific area is then available only after surrendering a valid student photo ID, which is held for the duration of their stay; they are then issued a *Student Building Pass* which must also be exhibited and worn. Students must sign out, retrieve their ID, and leave through this same area when finished. Students already in campus buildings and staying after closed hours must also have an *After Hours Access Permit* on file, report their presence via telephone or in person to DPS, and follow the identification and exit procedures previously listed.

Adjunct Faculty who also complete and file an *After Hours Access Permit* which must receive prior approval from their appropriate Division Chairperson, and follow the identification and exit procedures for-GSU staff previously listed.

Special requests to DPS for access to any unoccupied or secured areas will not be allowed unless proper identification and authorization can be established. Persons in violation of this policy may be subject to Illinois Criminal Trespass sanctions.

All campus occupants can summon immediate help from the Department of Public Safety via any campus telephone at any time (Extension 4900). As an added precaution, all students and staff are advised to keep their respective areas closed and locked during closed periods.