

MOUNTWEST ADMINISTRATIVE PROCEDURE

Access to College Property

Purpose

The purpose of this administrative procedure is to further promote the safety and security of Mountwest Community & Technical college students, faculty, staff, administrators and building occupants by controlling access to, and reducing operating expenditures of, its facilities as authorized by the administration. The College uses measures to reasonably ensure the health, safety and welfare of its internal community. As a result, it is important for the College to ensure, on a daily basis, that those who come to campus have the authority to do so. The College fully recognizes its status as a public entity and the need to provide access to its facilities to those individuals and groups that are authorized by College administrators to use its facilities. This administrative procedure applies to all individuals including, but not limited to students, employees, building occupants, visitors and guests.

Procedure

1. During normal hours of operation (except for emergency closings), Mountwest will be open to students, employees, authorized building occupants, and contractors. The hours of operation and limited access to certain areas are subject to change at the College's discretion at any time.
 - a. Persons over the age of 18 who are not students, employees or authorized building occupants of Mountwest may only access areas for the limited time needed to obtain their intended business related service.
 - b. Children under the age of 18 and those who are not current students of Mountwest may be on campus to participate in or attend an event held at Mountwest; or if accompanied by a parent or guardian may only access public areas for the limited time the parent or guardian needs to obtain their intended services.

2. During off hours and limited hours, access to the main campus building is controlled by the Security Guard located at the main entrance information desk. Please refer to the Mountwest Administrative procedure "Campus Operations Schedule" for details pertaining to access during limited hours. Approved Special Events taking place during times the campus is closed will be accommodated and must be scheduled through the Executive Director of Environmental Health, Safety & Facilities.

3. Employee offices are for official business only. Guest of employees, including family and friends, are not to be left unattended in offices, lounges or other areas of the College Buildings.

4. Access to other areas of the Mountwest campuses may require students, faculty, staff and administrators to show a college-issued ID card to gain admittance. Persons without a valid ID may not be allowed admittance. Visitors are to report to the information desk on the main campus, to the Receptionist in the Center for Culinary Arts, or to the Receptionist at Maritime Academy, to sign in and receive a visitor's pass.

5. Visitors and guests are permitted to attend college sponsored functions without registering with the information desk or receptionist.

6. Delivery and service personnel are permitted in designated delivery/services areas or other areas as authorized.

7. Only Service animals are allowed access to campus facilities and vehicles; all other animals are not permitted.

8. Loitering is not permitted on College property.

Questions and/or to report violations regarding this administrative procedure are to be directed to Environmental Health, Safety & Facilities.