

This policy provides guidelines for admission to college buildings, offices, and classrooms after normal operating hours.

**I. Normal Hours of Operation**

A. Normal building hours for the Hardin Valley campus are as follows:

Monday – Friday	7:00 a.m. to 10:00 p.m.
Saturday	8:00 a.m. to 6:00 p.m.
Sunday	Closed

B. Normal building hours for branch sites will vary depending on location and time of year.

**II. Admissions to Buildings**

A. Safety and Security maintains daily logs, which contain the name(s) of anyone admitted to any building after it has been secured at the end of the normal working day or when the campus is closed. For this reason, and because guards may not know all employees personally, they are required to determine proper identification before granting access. Therefore, it is required that all persons carry proper identification when requesting access to any campus facility.

B. After normal building hours or when the campus is closed, guards may deny access to anyone that is unable to produce proper identification or to anyone they believe has no legitimate business on campus.

C. Students will not be admitted to buildings, rooms or laboratories after normal building hours or when the campus is closed unless accompanied by an employee of the college. The employee is responsible for the student's conduct while on campus.

**III. After Hours Use of Classrooms, Labs, and other Academic Areas**

A. Use of classrooms, labs, and other academic areas is limited to normal operating hours unless prior approval has been received. Approval must be provided to and acknowledged by the Department of Safety & Security at least 48 hours before using an area. Faculty, staff, students, and visitors found using academic areas after hours without prior approval will be asked to leave the building. Notice of approval may consist of an email, or other written notification. Approval must be granted by the appropriate vice president and acknowledged by Safety & Security.

This section (III A) does not apply to faculty or staff prepping labs or classrooms, or doing other individual work after hours. Faculty or staff working after hours must notify Safety and Security of their presence in the building if staying after normal hours and again when they leave the building.

B. Students and visitors must be accompanied by a faculty or staff member at all times when using academic areas after normal operating hours. Student lab monitors must be approved in advance and be registered with the Department of Safety and Security.

- C. During normal building hours students will not be permitted access to laboratories or other rooms that contain equipment where safety and security is of concern, unless the proper instructor or staff is present.
- D. A student may take on the responsibility of monitoring a lab. To do this the student must sign and adhere to a statement of understanding and agreement between Pellissippi State Community College and the student. The form is available at <http://www.pstcc.edu/hr/internal/files/pdf/volunteer.pdf>. The agreement must be approved by a faculty/staff member and the documentation forwarded to Safety and Security.
- E. All academic areas must be secured when unoccupied. When working after normal building hours, notify Safety & Security when you are done and leaving the building.
- F. After hours access to branch campuses will require approval of the campus dean as well as assignment of an individual alarm code and building key. Notify Safety and Security on the Hardin Valley campus at 694-6649 when entering and leaving the building.

#### IV. After Hours Access to Offices

- A. Faculty and Staff may access their offices on the Hardin Valley campus after normal building hours. Sign in with Safety and Security before entering any buildings. Sign out with Safety and Security when you leave. This will help assure your safety and provide information needed to properly secure buildings.
- B. After hours access to branch campuses will require approval of the campus dean as well as assignment of an individual alarm code and building key. Notify Safety and Security on the Hardin Valley campus at 694-6649 when entering and leaving the building.

---

Reviewed/Recommended: President's Staff, November 10, 2008

Approved: President Allen G. Edwards, November 10, 2008

Editorial Changes, May 15, 2009, July 1, 2009

Reviewed/Recommended: President's Staff, March 25, 2013

Approved: President L. Anthony Wise, Jr., March 25, 2013