

**FACILITIES ACCESS POLICY****Category:** Safety and Security**Responsible Office:** University Police Department**Date Established:** 04/15/1996**Date Last Revised:** 11/01/2023**Date Posted to Library:** 04/01/2016**POLICY SUMMARY**

This policy describes the conditions for access to SUNY Buffalo State facilities, consistent with requirements for safety and security.

**POLICY****Policy Statement**

The use of SUNY Buffalo State facilities for legitimate college purposes is to be encouraged and facilitated to the maximum extent, consistent with requirements for safety and maintenance. For reasons of security, a policy mildly restricting access to facilities is mandated as follows:

**Opening of Buildings**

Custodial services will open all buildings -- other than dormitories, Campbell Student Union, E.H. Butler Library, the Sports Arena, Clinton Center, Houston Gymnasium, Weigel Health Center, Burchfield Penney Art Center, and the Great Lakes Center -- by 7:00 a.m. Monday through Friday. Access control will open any facility that requires opening on Saturday or Sunday upon authorized request from the Events Management Office.

**Closing of Buildings**

Custodial services shall close all academic buildings at:

- 10:00 p.m. Monday through Friday
- 2:00 p.m. on Saturday

Academic buildings are closed on Sundays and holidays.

Custodial services shall close all administrative buildings at 6:00 p.m. Monday through Friday. Administrative buildings are closed on Saturdays, Sundays, and holidays.

**After-Hours Use of Buildings by Students**

In the interests of personal safety primarily -- but also for the protection of property -- access to academic facilities during closed hours must be controlled. The need to use laboratories, studios, computer terminals, and other facilities is recognized and will, therefore, be allowed with the authorization of the involved faculty person and the departmental chairperson.

Students may be admitted to or remain in a locked building if they possess. Students with authorization will be granted electronic access to specified areas through their Bengal ID and/or keys for any interior rooms. University Police will not admit students with valid building authorization to interior rooms unless there are unusual circumstances present, and the officer exercises his or her discretion.

## Facilities Access Policy

### After-Hours Use of Buildings by Faculty and Staff

Authorized faculty and staff members will have access to their specific areas after hours and will use their Bengal ID cards to access electronically controlled spaces and keys for other spaces.

### Providing Identification

All persons using facilities during closed hours will be required to provide identification to UPD personnel upon request. Failure to do so will result in expulsion from the building and may result in further appropriate action. Student violators may be referred to Student Conduct and Community Standards for review.

### **Background**

It must be recognized that persons working alone in closed buildings after normal working hours are exposed to an increased potential for personal harm through sickness, accident, or criminal activity.

### **Applicability**

This policy applies to all members of the SUNY Buffalo State campus community.

### **Responsibility**

Custodial Services – Will lock and unlock physical access to academic buildings.

University Police - The University Police Department (UPD) will provide access to SUNY Buffalo State facilities according to the terms of this policy.

Information Technology - Electronic access is coordinated by IT.

Events Management Office -The Events Management Office will notify UPD, IT, and Custodial Services of facilities that require opening on Saturdays or Sundays.

### **CONTACT INFORMATION**

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### **REVISION HISTORY**

**Date of change:** 11/01/2023

**Brief description of edit:** Adapted to a standard template. Updated section to correspond to current procedural and process changes.

**Date of change:** 04/28/2015

**Brief description of edit:** Adapted to a standard template. Assigned to University Police Department. Updated to reflect the use of electronic devices to access campus buildings.

### **APPROVAL**

Approved prior to 2016