

FACILITIES ACCESS POLICY

Division: Finance & Management
Responsible Office: University Police Department

Date Established: 04/15/1996
Date Last Revised: 05/06/2026
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 STATEMENT

The use of SUNY Buffalo State facilities for legitimate 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/Closing of Buildings

Academic Buildings: Custodial services shall open all academic buildings by 7:00 am and lock all academic buildings by 10:00 pm Monday through Friday. The Access Control Manager will set the electronically controlled access doors to the same times. Academic buildings are closed Saturdays, Sundays, and holidays. Exception: any classes/ activities scheduled for a weekend, the building would be unlocked by access control 30 minutes before the first class/activity is scheduled to begin and lock when the last class/activity is scheduled to end.

Administrative Buildings: Custodial services shall open all administrative buildings by 7:00 am and lock all administrative buildings by 6:00 pm Monday through Friday. The Access Control Manager will set the electronically controlled access doors to the same times. Administrative buildings are closed on Saturdays, Sundays and holidays. These buildings include: Cleveland Hall, Moot Hall, Cassety Hall, Twin Rise and South Wing.

Campbell Student Union, E.H. Butler Library, Sports Arena, Clinton Center, Houston Gymnasium, Weigel Health Center, Moore Hall, Karner Hall, the Burchfield Penney Art Center, and the Great Lakes Center: Access and hours of operations are controlled by the departments that oversee those areas.

After-Hours Use of Buildings by Students

In the interests of personal safety and 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 be allowed with the authorization of the involved faculty person and the department chairperson. The involved faculty member will submit a list of students and specific access locations each semester to the Access Control Manager, who will program the student's Bengal ID cards accordingly.

FACILITIES ACCESS POLICY

University Police will not admit students with valid building authorization to interior rooms unless there are unusual circumstances present, and the officer exercises their discretion.

Students may be admitted to or remain in a locked building. Students with authorization will be granted electronic access to specified area 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.

After-Hours Use of Buildings by Faculty and Staff

Faculty and staff members with authorization from their department chairperson or supervisor, will have access to their specific areas after hours and will use their Bengal ID cards to access electronically controlled spaces and use keys for other spaces.

Providing Identification

All persons using facilities after 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 - Will provide access to SUNY Buffalo State facilities according to the terms of this policy.

Access Control Manager - will coordinate electronic access as needed.

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

CONTACT INFORMATION

University Police Department
Karner Hall 100
1300 Elmwood Avenue

Phone: (716) 878-6333
Fax: (716) 878-3135
Website: <http://police.buffalostate.edu/>

FACILITIES ACCESS POLICY

Buffalo, NY 14222

E-mail: police@buffalostate.edu

APPROVAL

Approved prior to 2016

REVISION HISTORY

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.

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: 07/18/2024

Brief description of edit: Updated sections to correspond to current procedural and process changes.

Date of change: 05/06/2026

Brief description of edit: Adapted to ADA compliant template