

Administrative Series—2000

ACCESS TO COLLEGE FACILITIES

Definitions

- I. Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location. Three levels of access are identified:
 - A. **Employee Access:** Areas that typically contain sensitive equipment or data and access is based on a demonstrated need. Examples are Information Technology workspaces, faculty workrooms, employee lounges, private offices, storage rooms, and some labs because of the nature of equipment or functions involved.
 1. **Deans, Associate Deans, or Directors** responsible for a program have responsibility to identify areas as employee access.
 2. **Deans, Associate Deans, or Directors**, dependent upon the activity occurring in a space, may further restrict areas identified as employee access to specific employees in areas such as private offices, the cash area of Business Services, computer switch rooms, etc.
 - B. **General Access:** Areas generally open to both college employees and students. Examples are classrooms, labs, building 7 gym and related facilities, etc., designated by the **President's Staff**.
 - C. **Community Access:** Areas not designated as employee or general access, available to the general public without the necessity of enrolling as a student, e.g., the college Library, open spaces of the campus, and college food facilities.
 - D. **Closed Campus:** The campus is closed and buildings are locked from 11 p.m. to 6 a.m., except Friday and Saturday evenings when campus buildings are secured as soon as scheduled events have concluded. Except for events listed on the Special Use Report, college buildings are closed Sunday, holidays and other days identified by the college as some type of a closure day.
- II. In addition, access to college facilities is restricted based on the age of a person under the following definition:
 - A. A child is defined as a person under age 16¹, not enrolled as a student.

¹ ORS 341.505

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III. Employee Access

- A. Employees of Chemeketa Community College have access to all college facilities and programs, except areas designated as restricted.
- B. Only employees who have received authorization from a **Dean, Associate Dean, or Director** may have access to areas identified as restricted.
- C. Employee presence in a college building when the campus is closed is discouraged. If present, employees shall notify the **Public Safety Office** of their presence. Employees of the college are not allowed to sleep overnight in a college building.

IV. Student Access

- A. Students have general access, but may be granted restricted access based on an identifiable need.
- B. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment.
- C. Requests for exceptions will be directed to the appropriate **Dean, Associate Dean, or Director** for approval.
- D. Students are not allowed to be present in a college building when the campus is closed.

V. Visitor Access

- A. Visitors have community access to college facilities.
- B. Visitors may not use college facilities without paying the appropriate fee when fees are charged for participation in the class or activity.
- C. Visitors are not allowed to be present in a college building when the campus is closed.

VI. Children's Access

- A. Childcare facilities of the college are exempt from the restrictions imposed on a child's presence on campus by these procedures.
- B. Children under age 16 have community access and may use college facilities, such as the library, only while under the active supervision of an adult responsible for the child.

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- C. A **college administrator** may place additional restrictions on the presence of children in specific locations.

VII. Public Safety and Employee Responsibility

- A. If it is believed that a person is in violation of these procedures, the **Public Safety Office** should be called.
- B. A **Public Safety** representative will determine if a person is in an area without appropriate access and take necessary action.
- C. In the case of an unsupervised child, employees of **Public Safety** will attempt to determine the identity of a child, if supervised or not, and locate an adult responsible for the child.

November 7, 2001

Adopted College Council

March 8, 2006; May 10, 2006

Revised