

DEPARTMENT OF ART & DEPARTMENT OF DESIGN AFTER-HOURS BUILDING ACCESS POLICY

To ensure student and building safety, and to preserve 24 hour access for students, the building policy for the Fine Arts and Art Annex buildings are as follows: Regular building hours are from 7:00 AM - 11:00 PM, Monday-Friday. Saturday and Sunday hours are from 8:00 AM to 5:00 PM.

Students who require access to either building outside of regular hours will need to sign the permission form provided by the instructor at the beginning of each quarter. The instructor will sign the form once everyone requiring after-hours access has had a chance to sign up. A list of authorized students will be forwarded to Public Safety each quarter after approval by the Department Chair.

Since all student access areas now have a coded keybox, students will only be admitted into the building, not into a classroom. You will need the keybox code, available from your instructor, in order to access a specific room.

PLEASE NOTE: It is your responsibility to make sure ALL doors to the building(s) remain closed outside of regular building hours. If any doors are found propped open, the building will be cleared of all students and access will be denied until the following morning. Building closures will not excuse students from any project deadlines. A handout of the Building Access

Policy is provided to each student at the time the permission form is passed around the classroom for students to sign up.