

# FANSHAWE COLLEGE POLICY MANUAL

## 1. ADMINISTRATIVE POLICIES AND PROCEDURES SECTION F - PHYSICAL RESOURCES

### **TITLE: ACCESS TO MAIN CAMPUS BUILDINGS**

POLICY NUMBER: 1-F-06  
EFFECTIVE DATE: 1997 01 08  
SUPERSEDES: 1980 11 18  
REFERENCE: SA-80-05; SA-96-04

It is the policy of Fanshawe College to promote the proper and efficient use of its physical resources.

In order to ensure proper and efficient use, there are times when access to the College's resources by legitimate users may be limited because of the over-riding needs of safety or security.

The following provisions describe and define the conditions under which users are permitted access to College resources at the Main Campus, 1460 Oxford Street, East:

#### 1. Normally Open

The Main Campus will normally be open from 07 00 H to 22 30 H Monday through Friday and 08 00 H to 17 00 H Saturdays and Sundays and statutory holidays (exception Christmas Day, New Years Day),

#### 2. Normally Closed

The Main Campus will normally be closed at all other times and access will be restricted to the after hours entrance.

#### 3. Student Access

3.1 Unscheduled use of teaching spaces may be permitted when the campus is normally open if students possess a properly completed "authorization of unscheduled facilities use" form.

3.2 Extended use of teaching spaces may be permitted, but only if specific arrangements have been agreed by Facilities Management and the appropriate divisions or faculty.

#### 4. Unavailable

4.1 The Main Campus will normally be unavailable to students after 2230H on Fridays and/or after 17 00 H on Saturdays, Sundays and statutory holidays.

4.2 At times when the campus is closed because of inclement weather or some emergency, it shall be considered 'unavailable' unless specifically designated otherwise.

5. Identification

Staff members and/or students may be required to show proof of identification at any time.

A person wishing to gain access to the campus for 'special use' may be required to deposit his/her identification card at the 'after hours' entrance.

6. Eviction

College staff or security employees shall have the right to evict occupants whose behaviour is deemed unacceptable.

7. Glossary

7.1 'Normally open' refers to those times when Main Campus facilities are available to users. At times when the campus is normally open appropriate exterior doors are unlocked.

7.2 'Normally closed' refers to those times when access to the Main Campus is restricted to the 'after hours' entrance and facilities are available only to persons having suitable written approval.

7.3 'Unavailable' - when the campus is "unavailable", users and members of the College staff will be denied access to the College.

7.4 'Scheduled use' refers to regularly-scheduled, cyclical use of teaching spaces, irrespective of whether use is day, evening or weekend.

7.5 'Unscheduled use' refers to unscheduled and generally unsupervised use of teaching spaces on days, evenings or weekends but during times when the campus is normally open.

7.6 'Special use' refers to unscheduled and generally unsupervised use of teaching spaces on days, evenings or weekends but during times when the campus is normally closed.

7.7 'Extended use' refers to the use of teaching spaces on a continual basis but only with the specific written approval of the Vice-President (Academic) and with the concurrence of Facilities Management.

7.8 'Unsupervised use' refers to the use of a teaching facility without the direct supervision of an authorized staff member.

7.9 'Reserved use' refers to the use of College resources as identified on a properly approved 'application for reservation of college facilities' form.