

Policy on Use and Locking of Academic Buildings

Policy Statement

Academic buildings must remain open and accessible for standard hours on instructional days and opening weekends.

Definition of terms

- ◆ Academic buildings are buildings in which classes are held. All buildings are classified as academic buildings except for the following: residence halls administrative-only buildings, the student centers (Schine and Goldstein), Goldstein Alumni and Faculty Center, Henry Center and Health Service Building, Holden Observatory, 406 Ostrom Ave., and 804 University Ave.
- ◆ Academic events are events related to a class, but meeting outside of the scheduled class meeting times.
- ◆ Building hours define the period during which a building will be unlocked.
- ◆ Instructional days, for purposes of this policy, are defined as days during a regular fall, spring, or summer semester on which classes are scheduled.
- ◆ Non-academic events are events or activities that occur at the University but that are not academic in nature.
- ◆ Registrar space is space assigned to classes by the Registrar's Office for instructional purposes.
- ◆ Weekend community building is a designated building on the quad in which weekend classes and academic and non-academic events and activities are primarily scheduled. Hall of Languages (HL) is currently designated as the weekend community building.

I. Establishing building hours

1. Fall and Spring

When not in use for academic purposes space in academic buildings, including registrar classrooms, may be scheduled for non-academic activities. Thus both buildings and classrooms must remain open and accessible. On instructional days, through the final examination period, during the fall and spring semesters, academic buildings must remain unlocked during the hours noted below, at a minimum. At the discretion of the building occupant(s), buildings may open earlier or close later,

Buildings other than the weekend community building generally do not need to be open on weekends, except on opening weekends (see below). If weekend building hours are warranted, hours may vary between Saturday and Sunday, but standard building hours should be established for the duration of a semester. A consistent schedule helps to avoid confusion, whether of building users or those who provide activity support.

STANDARD BUILDING HOURS

Weekdays

Monday – Thursday	7:30 a.m. – 10:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.

Weekends

Saturday – Sunday	determined at the building occupant's discretion, except for the weekend community building, which is open 7:30 a.m. – 10:00 p.m.
Football game days	Physics building (PB) and HBC open 2 hr. before game start time

Weekend community building

Concentrating academic and non-academic activities on the weekend in buildings in the Shaw quadrangle (quad) area meets student and faculty needs for convenient location and access and allows

close monitoring of activity by the Dept. of Public Safety (DPS). Based on a number of characteristics, including location, the number of general purpose and technology classrooms concentrated on the lower floors, handicapped accessibility, and the number of A&S course-related activities occurring on the weekends, HL is currently the designated weekend community building. When the weekend community building cannot accommodate activities, they will be scheduled in other buildings in the quad area.

2. Summer (includes Maymester and Summer Sessions)

As in Fall and Spring, buildings and classrooms must remain open and accessible for non-academic activities when buildings are not in use for academic purposes. Additionally, it is important that buildings be available on a request basis over the 4th of July holiday, for use by University summer programs. This includes the University day of observance as well as the 4th of July itself as these programs have academic and administrative needs that often fall on these days.

STANDARD BUILDING HOURS:

Weekdays

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Weekends

Saturday – Sunday	determined at the building occupant’s discretion, except for the weekend community building, which is open 7:30 a.m. – 10:00 p.m.
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3. Opening weekends

Saturday – Sunday	7:30 a.m. – 5:00 p.m., in both fall and spring
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When spring opening falls on Martin Luther King Day weekend, Monday hours may be set at the building occupant’s discretion.

4. During breaks, between semesters, and on non-instructional days during a semester

During extended breaks when classes are not in session but the University is open, academic buildings must remain unlocked during regular University business hours (8:30 a.m. – 5:00 p.m. during the academic year, 8:00 -- 4:30 in summer), at a minimum. On non-business days during those periods or during a semester, the building occupant(s) may set hours at their discretion. It should be kept in mind that academic programs and activities regularly occur outside of the standard semester start and end dates, so building coordinators should consult broadly when determining building hours and making provisions for access.

II. Building access

On weekdays, all building entrances must remain open during building hours.

During established weekend building hours, except for the weekend community building, buildings without key card access may unlock all doors or restrict access to one or multiple entrances. All entrances in a weekend community building must be open during its building hours. In all open buildings, at least one of the open doors must be handicapped accessible. It is recommended that *all* doors remain open. Security concerns are no greater with one door unlocked than they are with all unlocked.

III. Building Security

It is recognized that the potential for inappropriate use and vandalism exists when buildings remain open in the evenings and on the weekends, particularly when they are not heavily scheduled. When damage to the building, facilities, or classrooms is discovered, it should immediately be reported DPS. DPS will subsequently notify the appropriate offices, which may include the Registrar's Office, Student Centers and Programming Services (SCPS), and Learning Environments and Media Production (LEMP). Following notification, standard procedures will be followed to make arrangements for repairs and/or replacement.

IV. Procedures related to use and locking

1. Locking schedule

The building locking schedule is set up each semester by the Campus Card Access Manager for the standard hours noted above. When hours outside the standard hours are desired, the building coordinator must notify the Campus Card Access Manager at least one week prior to the start of the semester. As noted above, standard additional hours should be established for the duration of a semester.

If variable hours for Saturday and Sunday are needed each week, then notification of building hours must occur weekly, no later than noon on Friday.

2. Building access after locking

Building coordinators should notify faculty and building residents of weekend building hours. Faculty and staff who need access outside of established hours should be set up for card swipe access.

3. Related communications

The locking schedule is made available to DPS.

It is important that all activities taking place in academic buildings be entered on the Resource 25 (R25) Classroom and Events Scheduling System. In the event of a building emergency, DPS relies upon R25 information to assist in evacuation.

Along with the notification of building hours, it is recommended that building coordinators remind faculty and staff of the procedure for scheduling non-class activities and events:

- Go to [Orange Events](http://orangeevents.syr.edu) (orangeevents.syr.edu).
- Select the "Schedule Academic Event" or "Schedule Non-academic Event" tab, then submit the appropriate form.

V. Resources and Related Information

- ◆ The R25 weekend schedule of academic and non-academic events can be viewed on-demand at Orangeevents.syr.edu
- ◆ Staff in the Registrar's Office Meg Cortese, Assistant Registrar Academic Services x-3756, (mfcortes@syr.edu) and Student Centers and Programming Services ([Alex Snow](#), x-4862) can answer questions about scheduling procedures and specific events, and answer questions about R25.
- ◆ DPS (x2224) can assist with questions regarding building security.
- ◆ Also see "Access to and Use of University Premises and Equipment" <http://supolicies.syr.edu/facilities/premises.htm>