

College Operating Procedures (COP)



Procedure Title: Access to Facilities During Officially Closed Days and after Operational Hours

Procedure Number: 08-0825

Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.02

Florida Statute 1001.65

Florida Administrative Code n/a

Procedure Actions: 06/09/09; 07/01/09; 10/21/10; 07/25/13

Purpose Statement: Access to campus facilities and grounds is a privilege extended to students, faculty, staff, and guests. Florida SouthWestern State College encourages an open environment; however, to assure adequate protection of College property as well as providing for a safe/secure environment, access to College facilities after hours must be authorized by the appropriate College personnel.

Officially Closed Days – days during the calendar year that have been listed on the official College calendar as holidays or those times when the College is closed by executive order of the President.

Operational Hours – the days and times established when College business may be conducted in College facilities and/or the collegiate high schools.

Procedures:

- I. With the exception of LightHouse Commons residence hall, the operating hours of the College for faculty and staff are between the hours of 6:30 a.m. and 12:00 a.m. (midnight) on weekdays and between 6:30 a.m. and 9:00 p.m. on Saturdays and closed on Sundays.
 - A. Department heads that deem it necessary to have employees work during officially closed days or during after normal operating hours shall submit an Authorization for Facilities Access Form (PS-055) with approval of the President or appropriate member of the President’s Cabinet and forwards the request to Public Safety. The request will list the names and hours of required access. This notification should be made at least 5 days before a scheduled closed day.

- B. Public Safety will notify the Office of Facilities Planning and Development of individuals approved to access College facilities.
- II. Except for properly authorized persons, no one may remain in a College facility overnight. Exceptions, including research or other valid reasons must have approval of the appropriate President's Cabinet member or the College President.
- III. All those entering or remaining in facilities must have a Florida SouthWestern State College ID or be an approved contractor.
- IV. Employees and contractors are prohibited from bringing students and others into College facilities after operational hours, unless granted authority. Students will not be admitted into buildings, classrooms or laboratories after operational hours or when the College is closed, unless accompanied by the authorized employee of the College.
- V. Facilities Planning and Development conducts maintenance and repairs during officially closed days and non-operational hours, there may not be functioning utilities and alarm systems or there may be contractors or maintenance personnel using paint, cleaning products, etc that would preclude persons being in the buildings.
- VI. Public, private or other College entities wishing to use College facilities during officially closed days must comply with COP 04-0601.
- VII. This College Operating Procedure shall not apply to the President or to any member of the President's Cabinet.