POLICY: CLOSING HOURS (ACADEMIC BUILDINGS)
AUTHOR: INTERIM CHIEF JASON J. WILLIAMS
ISSUE DATE: 01/01/16
REVISED DATE: NEW
REVIEWED DATE:

PURPOSE:
The purpose of this policy is to create a University wide policy on the closing hours of University Academic Buildings.

POLICY:
The University Police Department in conjunction with Facilities, Risk Management, and the Academic Deans, has established the following hours of operation for all University owned academic buildings.

A. During the academic year:
   a. Monday through Friday
      i) 7:00AM to 11:00PM
   b. Saturday & Sunday
      i) Select buildings will be open at the request of the Registrar’s Office and/or the Academic Dean, with the approval from the Chief of Police or his/her designee.
         1. 9:00AM to 10:00PM

B. During summer session
   a. Monday through Friday
      i) 7:00AM to 5:00PM
      ii) Exceptions can be made with approval from the Chief of Police or his/her designee. Please contact the Registrar’s Office to initiate your request.
   b. Saturday & Sunday
      i) Select buildings will be open at the request of the Registrar’s Office and/or the Academic Dean, with the approval from the Chief of Police or his/her designee.

C. Legal Holidays
   a. Buildings Closed

D. Official University Breaks
   a. When the University is on a break, Risk Management, Facilities, and University Police, with guidance from the Registrar’s Office and/or the Academic Dean will determine the appropriate closing hours for the academic buildings.
Determining factors will include, but are not limited to:
1. Facilities staffing
2. Number and type of requests for specific building access

**Definitions:**

A. **Academic Building:** All University owned buildings where the primary purpose of that building is for academic instruction. There are a few buildings that are exempt from this policy including, the Markee Pioneer Student Center, the Center for the Arts (CFA), Williams Fieldhouse, Karrmann Library, and the Pioneer Greenhouse. These five buildings employ building managers who are in charge of the facility and set their own hours of operation.

B. **Academic Year:** Any time during the months of September through May when the University classes are in session. On University breaks, (Winter, Spring) University Police and Facilities will develop an unlock/lock schedule that balances building security with the campus community needs.

**Procedures:**

A. **Securing academic buildings**
   a. **Weekdays**
      i. Facilities, with the assistance of University Police, will secure the academic buildings and interior rooms by the times described above.
   b. **Weekends**
      i. University Police will open and secure buildings and interior rooms per the Registrar’s request for room reservations in Ad Astra.
      ii. Academic Deans may request certain buildings to be opened during the times described above with the approval of the University Police Department.
         1. For security reasons, all of the Academic Buildings on campus are not opened on the weekends.
      iii. Except for events approved and operated by Event Services, Ullsvik Hall will be closed on weekends due to security concerns relating to administrative offices, the Art Gallery, and the University museum.

B. **Students in buildings after hours**
   a. Student will not be allowed in any Academic Building past the closing hour times described above, with the following exceptions:
      i. The student is working with University Staff/Faculty
      ii. The student has been given permission and receives an after-hours pass by the Department chairs and it has been approved by the University Police Department.
b. As University staff are securing exits and classrooms, students still in the building will be advised that the building is closing and they need to exit by the closing hour.

C. Students refusing to leave
   a. Any student that refuses to leave, will be reported to the University Police. University Police will respond and escort the student out of the building.
   b. In the event of an uncooperative student, University Police may issue that student a citation for violating UWS Chapter 18.07(2) “Closing Hours”.

D. Extended Hours
   a. During final exam week (Fall & Spring), at the request of the Academic Dean, and with the approval of Facilities and University Police, closing hours may be extended for specified buildings.