

Building - After Hours Access CO-PD-PR9

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Police Department

Revision Date: 26 October 2004

Errors or changes to: aim@uta.edu

- I.
 - A. The privilege of after hours access to university buildings and facilities requires the person or persons to meet one or all of the following requirements:
 1. Be a full-time faculty/staff member and be issued access keys in accordance with the University of Texas at Arlington Key and Lock Control Policy.
 2. Be a participant of an activity or event for which approval has been granted by the Records Division of the Office of the Registrar.
 3. Be a participant in an event for which a Campus Events Information Sheet has been completed and signed by the individuals required to approve such events.
 4. Be a student that has received approval by the Department Chairman and for whom the Department Chairman has forwarded a letter of notification of approved access to the Chief of Police at least three days prior to the date of authorized access and advising of their means of access. The department must make arrangements for the student to have access to the building, and for undergraduate students, the building should have a responsible person there at any time the undergraduate student is present.
 - B. All persons requiring and being approved for after hours access to buildings and facilities must present their current faculty/staff or student I.D. cards upon request to a University Police Officer or representative of the University. Failure to present a valid faculty/staff or student I.D. card may result in a person's removal from the building or facility and a disciplinary report being filed with the responsible chairman, director or Student Discipline Coordinator.