



### 6.25.0.1 Campus Building Operating Hours

#### Campus Building Operating Hours

This policy is to establish the normal operating hours that the main campus building are open for student and general public access. The operating hours are applied according to the Century College Academic Calendar. The individual departments and offices will establish class schedule, activity and work periods based on these operating hours.

The campus building operating hours are reviewed and established each year with approval of Executive Cabinet. These hours are then used to schedule classes and other activities for the academic year during operating hours. The hours are published with the academic calendar.

Building use at other times must be approved through administrative services. Submit a “Facilities Use Request” for all events/activities during non-operating hours. These requests should be processed 30 days in advance of the event.

All students, visitors and employees must exit the building at the end of the operating hours except for scheduled non-operating hour employees (example: facilities, public safety). Any employee needing non-operating hour access to the building, except for scheduled events, must contact public safety to make arrangements. **Employees not approved for non-operating hours must depart the building within 30 minutes of operating hours ending.**

The Century College President may direct changes to scheduled operating hours to meet short term or special situation.

Main public entrances are open during operating hours. Public safety may secure secondary entrances or parts of the building during periods of reduced staff or periods of increased threat. This is done to reduce risk to personnel and college resources. For special events, only entrances and areas directly related to the event will be open.

#### References:

None

**Date Proposed:** 3/28/05  
**Date Approved:** 12/05  
**Date Implemented:** 3/06  
**Date Revised:** 3/06