

# Building Access Policy

## Fine Arts Center, Percussion Annex, and Art Annex

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With the addition of card readers on outside doors of the Fine Arts Center, the Percussion Annex, and the Art Annex, the College of Fine Arts is adopting a new access policy for these three buildings.

### Building Hours

The building doors will remain locked whenever the university is closed (weather, holidays, etc.)

Whenever the university is open, which includes staff-only days as well as class days, the building doors will be unlocked during these hours:

- Weekdays:
  - Fine Arts Center: 7:00 am – 11:00 pm
  - Art Annex: 7:00 am – 11:00 pm
  - Percussion Annex: 7:00 am – 5:30 pm
- Saturdays:
  - Fine Arts Center: 8:00 am – 11:00 pm
  - Art Annex: 8:00 am – 11:00 pm
  - Percussion Annex: Locked
- Sundays:
  - Fine Arts Center: 12:00 pm – 11:00 pm
  - Art Annex: 12:00 p m – 11:00 pm
  - Percussion Annex: Locked

### Card Readers

Outside the hours above, students and faculty will be able to access buildings 24-7 using the card readers, with the following caveats:

- Student IDs must be activated each semester. This is accomplished through a faculty member contacting the departmental staff assistant. If a faculty member wants IDs for an entire class to be activated, he or she may send the class list to the departmental staff assistant.
- Faculty and staff IDs will be activated automatically.
- There will be a separate list for each building. Access to the Fine Arts Center does not automatically include access to either annex.
- At the end of each semester, previous student activations will be cleared.
- In addition to card activation, students who wish to be in the building after hours need to request, and carry with them, an After-Hours Pass. Passes are to be shown to campus police upon request, so that they know who is allowed to be in the building after hours. Contact the departmental staff assistant for this pass.
- The card readers keep track of who is accessing the building, and when.

**Important:** Please do not expect the departmental staff assistants to remember exactly who should and should not have access renewed each semester.