

After Hours Student Access to Maryville College Buildings

Rev. 08/09/2023

Class Instructor's Name: _____

Send completed form to Dennis Pumphrey (Security)

Class Name: _____

Building: _____

After hours is defined as between the hours of 10 pm and 7 am, during which these buildings are routinely closed and not to be accessed by students.

Student Name <small>Request should reflect a minimum of two students with an associated site specific safety plan.</small>	Room #	Start Time	End Time	Start Date	End Date	Reason for Access

Faculty member has briefed the students on safety guidelines associated with the requested area.

Professor Printed Name	Professor Signature	Date
Division Chair Signature <small>(Required for periods over two weeks)</small>	Date	

Internal Use Only	
Date	Action
/ /	Safety Approval
/ /	Access Turned On
/ /	Access Turned Off
/ /	Safety Disapproved

Students are strongly discouraged from being unaccompanied/alone in academic buildings after hours. Requests for after hours access should reflect that a minimum of two (2) students seek/require access with an associated safety plan, reflecting all site-specific requirements (i.e. for specific labs or work spaces) which have been developed.

Any person in MC buildings after hours may not prop open doors or allow unauthorized persons into the facility. Individuals authorized to be in MC buildings after hours are authorized only for specifically designated areas and are not allowed free access to all areas of the building. The length of the stay within the building should be the minimum amount of time necessary to accomplish the goal intended to be met after usual classroom hours. Students may not use access time for any building to sleep/nap while inside. Upon departure from the building, departing individuals should make a reasonable attempt to ensure that the exit door through which they left is secured/locked. Students found to be in violation of these conditions will be prohibited from after hours access and may be subject to disciplinary action.

Students who are allowed access to specialized areas in MC buildings must follow established safety guidelines for those areas. Specialized areas are understood to include, but not be limited to, science labs (research and teaching), art and theatre production areas, machine shops, studios, practice rooms/rehearsal spaces, and other areas where specialized equipment or materials are kept. Department heads are responsible for making sure that faculty, staff, and students are aware of the safety guidelines for the specialized areas in their building(s) and ensuring they are followed.

Designated study areas exist in the library and within residence halls. Students seeking study locations on-campus, after hours, have access to sections of Bartlett Hall twenty-four (24) hours per day. MC Security Officers will not unlock buildings during evening and weekend hours without appropriate forms approved and on-file.