

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: **Building Access Policy**

TIU POLICY #: **P-706**

STATUS: **Approved, May 2015**

I. PURPOSE:

To specify policy for access to buildings at Trinity International University (University).

II. SCOPE:

This policy applies to all employees and students of the University.

III. POLICY:

A. Residential Building Access

1. University residential buildings:
 - a. Are accessible to residents and guests. Guests must be escorted at all times;
 - b. Will have all exterior entrances to dormitories locked at all times;
 - c. Will have interior dormitory doorways with stairwells unlocked for emergency egress purposes;
 - d. Will have exterior entrances to apartment buildings locked at all times. Apartment residents may request additional keys for family members.
2. Only residents and authorized personnel of the University may have access to University residential buildings (dormitory and apartment units).
3. Facilities used for both residences and University offices will remain accessible only during published hours of operation.

B. Nonresidential Building Access

1. At any time, faculty and staff (including authorized part-time employees) of the University may access their office building and their office.

2. During normal hours of operation, faculty and staff may access:
 - a. Academic buildings and classrooms;
 - b. Administrative buildings and main offices;
 - c. Roling Library;
 - d. Aldeen Fitness Center;
 - e. Hawkins Dining Hall;
 - f. Waybright Student Center.

C. Residential Student Access

At any time, residential students may access their residential building and their residence.

D. University Student Access

During normal hours of operation, students may access:

1. Academic buildings and classrooms;
2. Administrative buildings and main offices;
3. Other University residences as a guest;
4. Roling Library;
5. Aldeen Fitness Center;
6. Hawkins Dining Hall;
7. Waybright Student Center;
8. Meyers Sport Complex and Van Dixhorn Arena;
9. Computer labs.