I. **INTRODUCTION** (Purpose and Intent)

The purpose of this policy is to ensure that University of South Florida System (USF System) buildings and facilities, including contents are adequately secured as required by University Departments and consistent with the best interests of the USF System.

II. **STATEMENT OF POLICY**

Access to USF System offices, classrooms, and other areas is available to authorized persons. To ensure that other persons do not unlawfully gain access to these areas, requests for opening of locked areas will be handled as follows:

**A. Tampa Campus**

1. **Offices**

   a. **Monday through Friday**: 8:00 a.m. to 5:00 p.m.

      The member requesting entry should contact the appropriate Dean, Director, Chairperson, or other available supervisor. If not available, the Building Supervisor shall be contacted.

   b. **Other Times**

      The University Police should be contacted. Prior to allowing entry to any facility the police will require verbal authorization from the Dean, Director, or Chairperson specifying the area(s) which may be entered. Under no circumstances will students be admitted to faculty or staff office areas. This
does not prevent an accountable officer from issuing keys to students if necessary for the performance of assigned duties.

2. Classrooms

a. Monday through Friday: 8:00 a.m. to 5:00 p.m.

It is the responsibility of the department that scheduled use of the classroom to ensure that access to the space at the date/time needed is arranged with the Central Space Office or other appropriate office. Individuals in need of access to a scheduled classroom should contact the department that scheduled the classroom.

b. Other Times

Difficulties accessing a scheduled classroom should be brought to the attention of the University Police Department. Classrooms will be opened by non-sworn security personnel in accordance with the schedule provided by the Central Space Office.

c. Special Purpose Rooms (Music practice rooms, photo lab, etc.)

Areas designated as special purpose rooms normally contain expensive, easily removed items. The University Police will allow access to these facilities only upon written authorization of the Dean or Department Chairperson. Such authorization shall include the specific days and hours that the room shall be available to general use and a statement as to whether or not a monitor shall be present during such hours.

3. Scheduled Events

a. Monday through Friday: 8:00 a.m. to 5:00 p.m.

It is the responsibility of the department that scheduled use of the space to ensure that access at the date/time needed is arranged with the appropriate office. Individuals in need of access to a scheduled space should contact the department that scheduled the space.

b. Other Times

Difficulties accessing a scheduled space should be brought to the attention of the University Police Department.
4. Special Considerations (non-duty hours)

Renovations, installation of equipment, or repairs should be performed during normal working hours. If this is not possible, the following procedures shall be followed:

a. Telephone Installation/Repair

All work to be performed shall be coordinated between the department involved prior to the initiation of the work and Information Technology. Emergency repairs may require a deviation from this policy.

b. Carpet Installation or Other Work Performed by an Off Campus Vendor

All work performed by an off campus vendor shall be done during normal working hours unless under the direct supervision of a member of that department. For after hours work, the University Police shall be informed of the name of the vendor, the date and times of such work, and the name of the department member who will be present during such times prior to the scheduling of the work.

c. Security Alarm Malfunctions

Applicable only to those departments having a security alarm system monitored by the University Police. Upon discovery of a malfunction in the alarm system of a facility, the police will contact the Physical Plant Service Center (ext. 4-2845).

B. Regional Campuses and Separately Accredited Institutions

Each regional campus and separately accredited institution Campus Executive Officer, Regional Chancellor, or designee is responsible for implementing a campus policy on the opening of rooms and other facilities.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.