

COLLEGE POLICIES AND PROCEDURES
MEMORANDUM NO. 152

ADMITTANCE TO COLLEGE BUILDINGS AND FACILITIES

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In order to facilitate the use of facilities and provide proper security and life safety coverage, during regular business hours, all employees, students, and registered vendors must card-swipe their official College Photo Identification Card to gain entrance. Any employee, student, or registered vendor not in possession of an official College Photo Identification Card, must follow the posted "Visitor / Guest Entrance Procedure." Visitors and guests to the College will be required to present a photo identification card issued by a state or other governmental agency. Visitors must identify the location of any and all buildings/rooms that they will be calling upon.

The College's normal operating hours are from **6:30 a.m.** until 11:00 p.m. Monday through Thursday when classes are in session for the fall and spring semesters. The College's normal operating hours are from **6:30 a.m.** until 7:00 p.m. on Fridays when classes are in session for the fall and spring semesters and between the hours of **6:30 a.m.** and 5:00 p.m. on Saturdays when classes are in session for the fall and spring semesters. During the Summer Terms, the College's normal operating hours are from **6:30 a.m.** until 11:00 p.m., Mondays through Thursdays. During days when classes are not in session, the College will close at 7:00 p.m. unless otherwise posted. Based upon operational issues, entry into buildings may be denied prior to the end of normal operating hours.

The following procedure shall govern for access to facilities other than normal operating hours:

To gain entrance to any College facility during non-operational hours, employees and registered vendors must present a valid College Photo Identification card to the security officer on site and card swipe. All employees and registered vendors are required to sign in at the time of entrance on the Safety and Security log. In addition to your printed and written signature, the time and location where you will be working is required. You may only leave the building through the entrance that you entered and you must log out the time of your departure. Except for properly authorized staff, employees may not remain in the facilities later than the normal operating hours. The access entrance during non-operational hours for each campus is:

- Spring Garden Street campus - Entrance is through 16th Street, President's Parking Lot entrance.
- Northeast Regional Center - Entrance is on south side of building at main parking lot.
- Northwest Regional Center - Entrance is on east side of building adjacent to parking lot.
- West Philadelphia Regional Center - Entrance is at rear of classroom building on Ludlow Street.

Security staff is not authorized to permit anyone to enter facilities from any other entrance unless there is prior written approval from the Office of Safety and Security.

Students are not permitted in College facilities during non-operational hours and employees are prohibited from bringing students onto College facilities during non-operational hours unless prior written approval is granted by the Office of Safety and Security. If approval for student access is granted, students will not be permitted access until the College employee who requested student access is onsite. Contractors and vendors will only be permitted access during non-operational hours if prior arrangements have been made with the Office of Safety and Security.

This is a general procedure that may be superseded by other temporary or specific procedures.

The power of enforcement of this Policy is vested with the Office of Safety and Security.