
ACCESS TO COLLEGE FACILITIES

It is the Administrative procedure of the Southwestern Oregon Community College District that campus facilities will generally be open when classes are in session. Offices, support spaces, and some instructional spaces may be locked to protect College property and individuals from injury.

Security or designee will unlock instructional facilities at the beginning of each day and lock after last class of the day, based on the predetermined list provided by the Office of Instruction.

Following the key request process, keys will be issued to College staff with a continuing need to enter specific locations.

Keys shall not be issued for community use of facilities or for student use without the approval of a College representative. Community use will be scheduled through the Facility Scheduler or their designee and College building security shall provide access on a prearranged schedule.

Adopted by Board of Education:

Procedure #1.074 April 20, 1992

Changed to Administrative Procedure January 22, 1996

Revised: March 3, 2010

Reviewed: January 17, 2013 (Formerly Admin Policy 5.018)

Revised: October 2, 2013