



Procedure Number: **OPS-011**  
Procedure: **Building Access**  
References: Facilities Use Policy  
Approved By: Jim Lemcke Director, Office of Public Safety

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## **PROCEDURE:**

Persons that have appropriately obtained building or specific office/room keys may access those areas at times other than regular open hours. Persons doing this must assure the door is secured behind them.

All academic building hallways are open to the public during the hours the respective buildings are unlocked. The locking of an academic building exterior doors cancels the public's right of access to that building. Entry into a locked building or room by means other than with the appropriately issued key is prohibited.

Laboratories, classrooms, supply, maintenance, mechanical and equipment rooms are considered as Non-Public areas and are not to be used by the public unless arrangements have been made and their use is within the permission.

Residence Hall rooms are considered private residences and not open to the Public unless the registered room occupant has specifically invited such Public into the Residence Hall and/or room.

Offices assigned to an individual and areas beyond reception areas are considered Private. Some areas are considered Public only during times they are open for events. They are normally considered Non-Public areas and entry is prohibited without proper authorization.

## **USE OF UNIVERSITY FACILITIES BY INTERNAL USERS**

Use and access to University facilities by internal users shall be arranged through the appropriate scheduling office or responsible department.

## **USE OF UNIVERSITY FACILITIES BY EXTERNAL USERS**

All external user requests for use of the University campus will be scheduled through the University Center Scheduling Office or controlling department. Additional guidance for such scheduling is found in the University of Montana Facilities Use Policy.

### **CONDITIONS OF USE**

1. University faculty, administrative and staff personnel and University students are permitted access to public areas and when engaged in a University authorized or assigned activity, to non-public areas.
2. Members of the general public who are not University employees or students are permitted access to the public areas of the University, provided the actions are legal and comply with policies of The University of Montana.
3. Other limitations on use for both Internal and External Users will be in accordance with appropriate campus regulations and state statutes, covering Dogs on Campus, Campus Smoking Policy, Consumption of Alcoholic Beverages and other related situations.

### **APPEALS**

Internal and external users who are denied use of University facilities for whatever reason may appeal the denial to the President or the President's designee, who shall make a final determination.

### **BUILDING ACCESS HOURS**

Authorized deans, chairs and department heads and the University President regulate access to buildings.