

# NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## College Practices

Revised: Feb. 12, 2013  
Approved: September 10, 2004  
Responsibility: COG

**PRACTICE NUMBER:** NC100-03

**PRACTICE TITLE:** After-Hours Access to College Buildings

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### **A. Background and Definitions**

After-hours access is classified in two categories:

**a) Access required due to the program/curricula needs:**

Under this category access may, when appropriate, be provided to specific labs, rooms, shops and studios. The appropriate department Chair, Dean or his/her delegate will designate the program administrators who are responsible for identifying such facilities and students, and will provide such information to the College's Campus Security Services Manager, or his/her designate, for approval.

Identified students, staff and faculty are required to follow defined procedures, rules and regulations agreed by the department Chair or Dean and the Campus Security Services Manager and/or his/her delegate; and, failure to do so will result in loss of access to the specified area.

**b) General open access:**

Under this category, access is provided on a first-come basis to students, but this may be limited based on availability of rooms or vary during the academic cycle. Access is limited to designated open access rooms and is available until 12:00 a.m. on weekdays and weekends. Identified students, staff and faculty are required to follow defined procedures, rules and regulations agreed by the department Chair or Dean and the Campus Security Services Manager and/or his/her delegate; and, failure to do so will result in immediate loss of access to the specified area.

### **B. Purpose**

The asset value of the College facilities is significant. There is, consequently, a great responsibility on all users of College facilities to abide by all College policies while on campus and to take proper care of our buildings and property, both in terms of the physical upkeep of the buildings and of the safekeeping of furniture, equipment and other assets. This policy further recognizes the need to ensure the safety and security of all persons utilizing College facilities.

The College recognizes that in some programs of study, students may require after-hours access to classrooms, shops, labs and studios beyond regular program hours. The College maintains this after-hours access as a privilege in accordance with the academic needs of individual programs.

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This privilege requires that students, staff and faculty follow established guidelines, rules and regulations to ensure the safety and security of the students, staff and faculty and their property; and,

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Security Services Office upon arrival and departure from the assigned area. Campus Security Services staff is instructed to ask any person to vacate an area who:

- a) has not signed the Campus Security Services log book upon arrival on campus;
- b) is not an authorized key holder for the area in which he/she is found (system key(s) are the property of Niagara College and cannot be copied, loaned or transferred);
- c) refuses to produce government-issued photo identification or Niagara College faculty/staff/Temporary College Service

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**Hazardous Labs**

10. A hazardous lab is defined as but not limited to: any Construction, Automotive, Welding, Manufacturing, Automated Systems, Laser, BRTF Studio, Computers/Radio, Health Sciences, Dental, Science, Wine/Beer manufacturing and Culinary labs. Additionally, areas that are not defined as a hazardous lab are any facility that is a student open access lab (SOAL), classroom, lecture hall or common gathering area on campus.

**Emergency Situations**

11. During an emergency situation, Campus Security Services staff has the right to close campus buildings and/or prohibit entry or access of any individuals at any time.

**Competent Person**

12. A competent person is defined as an individual that is qualified because of knowledge, training and experience to organize the work and its performance; a person who is f10(a 0.002ht) .Wes-4(r 1 Tf ( )-9.9(f)-11()-2(Pts1( ).004 T69t-s1( ).004 T69t-s1( ).004 T69t-s29 0))-3