



Policy Name: Access to Campus Facilities

Policy Number: D-1

Functional Area(s) Responsible: Facilities & Grounds; Campus Police

Owner(s) of Policy: Facilities & Grounds; Campus Police

Most Recent BOT Approval Date: 3/1/2013

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none

Finger Lakes Community College will establish mandatory procedures regarding facilities access and the management of a key control system including issuance of keys, access cards, lock combinations and other access control devices. Individuals are prohibited from unauthorized possession or duplication of access devices and from disabling or circumventing (e.g., floor propping) or modifying access devices or access control mechanisms (e.g., lock).

Campus Police shall investigate lock out requests. Individuals requesting access to a facility, building or room must provide proper identification and authorization for access to the designated area. If the identification and/or evidence of authorization are located in the locked area, they must be furnished immediately after access to the area.

Key Control

Definitions:

Access Device - a mechanical or electronic device or information, including but not limited to a key, access card, or a lock combination that is used to control access to a College facility.

Related Documents:

- FLCC Disorderly Conduct on Campus policy
- FLCC Jeanne Clery Act Disclosure of Campus Security Policy & Crime Statistics policy

Procedures:

No separate procedures statement

Forms/Online Processes:

(available from the Campus Police)

- FLCC Facility Use Request form
- FLCC Building Access form
- FLCC Key Request form

Appendix:

None