Policy

Open and Closed Buildings
When a University building’s exterior doors are unlocked, the building is open and the common areas are available for use by University community members. A University building is closed when the exterior doors are locked. Closed buildings are only available for use by authorized University community members.

When a building is closed, occupants in the building may be asked, and are required to provide, identification to requesting University Security Officer’s or other faculty and staff. If an individual is unable or unwilling to provide identification, they will be escorted out of the building. An individual that refuses to leave a University building or grounds upon request may be arrested for trespassing.

Authorized Access
Students must have documented authorization to occupy a closed building. Documented authorization includes demonstrated electronic access via MavCard, a building pass, or be listed on University Security’s Authorized Area Access List.

Faculty and staff must have valid identification to occupy a closed building. Building open and closed times are determined by scheduled use. Scheduling use of a building can be done by contacting University Scheduling.

A University community member is an individual that is a current student, faculty, staff, or invited guest of a current student, faculty, or staff person. Some examples of invited guests include University event attendees, contractors, guest lecturers, employers, users of public services (such as Library services or dining services), or friends and family. Students, faculty, and staff are responsible for their guests, and must be present or reachable via communication upon request when a guest is on campus. Invited guests that don’t have a student, faculty, or staff person that is present or reachable via communication may be asked to leave University buildings or grounds.

If a building occupant is interfering with scheduled University functions, they may be escorted out of the building.
Procedures

1. When University buildings are locked, University Security Officer’s will patrol buildings to ensure remaining occupants are authorized for access.
2. Departments that want to authorize access to closed buildings or spaces can submit an authorization form to University Security.
3. Most spaces within the University should be locked when not occupied by an authorized user.
   - University community members should lock these spaces upon departure when the space is being left unoccupied.
4. Students under the direct supervision of faculty, staff or other designated supervisor do not need a building pass or to be listed on the authorized access list to remain after the building is locked. “Other designated supervisors” must be on record with University Security as a designated supervisor.
   - Only controlling departments can designate a supervisor for their areas.
   - Designated supervisors must have proper identification.
5. University community members should notify University Security to report any suspected unauthorized building occupants.
6. Individuals who do not possess a University employee ID or University student ID and are not authorized to be in the space they are in will be escorted from the building. University Security will confiscate any university keys in the possession of persons found not in compliance with this policy. Confiscated keys may be picked up the following business day after verification from the authorized department that the confiscated keys were properly provided to the individual in accordance with the University key policy.
   - University Security will request assistance from the Mankato Department of Public Safety in cases of person(s) refusing to provide identification and/or refusing to leave the premises.

Rationale

The University takes its responsibility seriously to provide students and university employees with safe facilities and well-maintained equipment and materials. Allowing access to facilities is a valuable part of a student’s educational experience and necessary for staff to perform their duties. We must allow this access in a way that is safe for the community.