

Title: After Hours Campus Access Policy	Number: 7.01.0109.2
Approved by the Board of Governors Date: March 17, 2009 Revised Date: March 11, 2014	Implementation Date: March 17, 2009
History: Scheduled Review Date: 2016	Origin: Faculty Staff Guidelines, 1999

Rationale:

To ensure the safety of College students, employees and members of the community, and to protect institutional assets, the College has set in place a policy for the use of the facilities after hours and during Christmas recess.

Policy

Access to College facilities is allowed under the provisions of this policy. The Paraquita Bay Campus is open for general access from 7:00 a.m. to 10:00 p.m., Monday through Friday. Additionally, weekend opening hours are in place for specific departments at Paraquita Bay, whose hours are published and/or offer programmes or services of interest to faculty, staff, students or members of the public; for example the Learning Resource Centre and the Auditorium. The Centre at Virgin Gorda is open from 8:30 a.m. to 8:30 p.m., Monday through Thursday, 8:30 a.m. to 4:30 p.m. on Friday and 9:30 a.m. to 2:00 p.m. on Saturdays. Requests for weekend and holiday use of facility should be submitted to the Director for approval prior to use. Any person entering the facilities outside of these hours is required to check in with College security and complete the necessary documentation. Employees already on campus who wish to remain and work outside the regular hours should notify security of their presence. **Under no circumstance should employees, students and their guests, including parents and family members or patrons, enter College facilities outside of regular hours without the approval of authorised personnel.**

Opening Hours

Paraquita Bay Campus		Virgin Gorda Centre	
Monday - Friday	7:00 a.m. to 10:00 p.m.	Monday - Thursday	8:30 a.m. to 8:30 p.m.
Saturday	See Department Schedule	Friday	8:30 a.m. to 4:30 p.m.
		Saturday	9:30 a.m. to 2:00 p.m.