**https://www.lanecc.edu/copps/documents/hours-30th-ave-campus**

**Hours: 30th Ave Campus**

**Type**

Policy

**Category**

Health and Safety

**Governance Council**

Facilities Council

**Contact Email**

kellyb@lanecc.edu

**Responsible Executive Authority**

Vice President, College Services

**Purpose**

The main campus of the College is open to the public from 6 a.m. to 11 p.m. This policy delineates exceptions to this rule, and describes the responsibilities of staff who are on campus when the College is closed to the public.

**Narrative**

Lane Community College, 30th Ave campus **groundsare** open to the public from 6 am to 11 pm. Buildings are open to the public on days classes are in session and other days as posted.  **Building hours vary based on classes and events scheduled.** **Campus building access door hours are primarily scheduled for Monday through Friday and vary by building.** Campus buildings are closed to the public during designated holiday periods, when buildings have been locked for the evening, and other times as posted. Exceptions are made for performances and other special events.

When staff are on campus between 11 p.m. and 6 a.m., or working in a building that is closed to the public, they shall contact Public Safety, extension 5558, and give their name, location, and when they anticipate leaving campus.  Staff on campus during the times listed above shall be engaged in work related tasks.

In case of an emergency requiring immediate evacuation of an area, it is critical that Public Safety know if people are in buildings that have been locked and secured.

Without such notification, Public Safety cannot know if late night activity in a secured area is an intruder or a staff member working late. Due to the potential for criminal activity during closed hours, persons on campus during these hours, who have not notified Public Safety, or are not known to Public Safety, shall be questioned as to their identity.

**Date Adopted**

Wednesday, January 1, 2003

**Date Last Reviewed**

Wednesday, September 1, 2004