



BUILDING ACCESS POLICY

Policy Type:	Institutional	Initially Approved:	October 3, 2019
Policy Sponsor:	VP Administration	Last Revised:	October 3, 2019
Primary Contact:	Facilities	Review Scheduled:	October 2024
Approver:	President and CEO		

A. INTENT

This policy is intended to provide guidance to the university community with respect to access to the facilities owned or occupied by the Alberta University of the Arts (AUArts).

B. SCOPE

This procedure applies to AUArts students, faculty, staff, contractors, and visitors.

C. POLICY STATEMENT

1. General

- 1.1 Through the President and CEO’s delegation of authority, the Vice-President, Administration, is responsible for oversight of the building management functions for the university.
- 1.2 The Vice-President, Administration, will establish procedures for facilities and infrastructure access to ensure individuals can carry out AUArts’ mandate while also ensuring regulatory requirements and facility standards are maintained

2. Building Access

- 2.1 Regular Hours – anyone authorized to gain access to the university between September 1 and April 30, other than holidays or special events as set out in the university calendar, may do so from 7:00 am to 1:00 am.
- 2.2 Summer Hours – anyone authorized to gain access to the university between May 1 to August 31 may do so, other than holidays or special events, from 7:00 am to 11:00 pm.
- 2.3 After hours – From September 1 to April 30, there will be no access to the building during the hours of 1:00 am to 7:00 am. From May 1 to August 31, there will be no access to the building during the hours of 11:00 p.m. and 7:00 am, except under extraordinary circumstances and in accordance with procedure.
- 2.4 Restricted Areas – Access to a designated restricted area must occur during regular or summer hours. A Supervisor must be present at all times as per the access, training and monitoring schedule for the department. Under no

circumstances will students be permitted into restricted areas without written permission from the School Chair of the program.

D. DEFINITIONS

Supervisor: For the purposes of this policy, interpreted as an instructor, manager, art education technician and/or studio assistant.

E. RELATED LEGISLATION

- Post-Secondary Learning Act

F. RELATED DOCUMENTS

- 100. Board of Governors: Code of Conduct

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)