

## CAMPUS ACCESS POLICY

### Campus Hours/Entry

- Except for holidays, when the college is closed, the college opens at 7:15 am and closes at 11:00 pm seven days a week. During intercession and recesses, when there are no classes, the campus is open for normal business. Access to campus buildings is limited to faculty, staff, students, guests and visitors who are conducting official college business. All students, faculty and staff should be in possession of a valid Kingsborough Community College ID card upon entry to the campus. Entry onto campus is done via the twenty-four hour Main Gate, located on Oriental Boulevard, or via the North Gate, when open, located on Shore Boulevard. Visitors who are conducting official business may enter the campus, via the Main Gate, after presenting a picture ID and signing in.

### After Hour Access

- When the campus is closed, all essential personnel (Building & Grounds, Public Safety, etc.) have access 24 hours a day, 7 days a week, after presenting a valid college ID.
  - **Staff:** Approval must be obtained from the employee's immediate supervisor, Divisional Vice President and received by the Director of Public Safety 24 hours beforehand.
  - **Faculty:** Approval must be obtained from the faculty members Chairperson, Divisional Vice President and received by the Director of Public Safety 24 hours beforehand.
  - **Students:** Students are not allowed on campus off hours unless attending a scheduled event.