

## **Marine Biology Building After-Hours Policy on campus instructional building, effective 01/14/19**

Permitted Marine Science students will be allowed access to the Marine Biology Building after hours (7:00 p.m. – 7:00 a.m. Mon. – Fri. and anytime on Sat. and Sun.) subject to the following:

1. Students must request permission (sign up on a list each semester) and that list must be submitted to the Dept. of Public Safety by the Department.
2. The Building will be locked by 7:00 p.m. by campus police. It needs to be verified at that time which of the students present are permitted to be there. Those not on the after-hours list on file with Public Safety will be asked to leave the building.
3. Access to the Marine Biology Building after 7:00 p.m. and during weekends is only for Marine Science majors. Exceptions may be approved by the department chair with recommendation by the faculty.
4. If any student must leave and return, it is their responsibility to let Public Safety know. **Doors are never to be propped open.** Breaking of this rule results in revocation of after-hours access privileges.
5. Students are not authorized to let in others who are not on the after-hours list.
6. Unauthorized persons in the Marine Biology building or the surrounding premises are to be reported to Public Safety immediately at **912-358-3004**.
7. For your safety be sure to look for the nearest BLUE emergency phone box and download the LiveSafe app. In case of an emergency, the RED emergency button on the LiveSafe app will contact campus police.
8. These rules and the following list of infractions and penalties will be posted in the Marine Biology Building with a list of currently authorized students that have after-hours access to the Marine Biology Building.

### University Dock

9. The dock will remain locked and no one is permitted to be on the dock from dusk to dawn without
  - a. faculty or staff present or
  - b. expressed written consent from the department chair. No students should conduct work on the dock alone. Campus Police should be notified of after hour approved activity on the dock and approximate activity ending time.
9. Campus Police should be requested to check that the dock is locked at the time the building is secured and should be requested to include the dock area in their routine night patrols.

### Infractions:

Door(s) found propped open.  
Disrespectful treatment of facilities, equipment, or occupants.  
Breaking of SSU campus rules and/or the after-hours guidelines.

Penalty: After-hours privileges revoked.

Recommendations for penalties can be made by faculty, staff, or students with authorized after-hours access to the chair of the Department of Marine & Environmental Sciences. The department head will forward final decisions on access privileges to the Campus Police for enforcement.

**If you agree to abide by the policy described above, please sign the sign-up sheet (and provide email address and phone number). A copy of this sign-up sheet will be delivered to Public Safety.**