

Academic Building Access Policy

The purpose of this policy is to establish when each building is available to the various populations of users. It assures that each academic building is monitored by trained employees prepared to respond in the event of an emergency and for the protection of the occupants of the building and of the building itself.

This policy applies to all academic buildings on campus. The academic buildings included are:

- Arts & Science Building
- Center for the Sciences
- Gellersen Center
- Fites Center
- Kallay-Christopher Hall
- Schnabel Hall
- LeBien Hall
- LeBien - Annex B
- Mueller Hall
- Neils Science Center
- Observatory
- Urschel Hall
- VUCA
- Wesemann Hall
- Promenade West

The policy does not include the following buildings as they are governed by their own access policies:

- Chapel of the Resurrection
- Helge Center
- CCLIR
- residence halls (including sorority housing and the Kade House)
- ARC
- Loke Hall
- Dusenbergl Welcome Center
- Fitness Center
- Kretzmann Hall
- Kroencke Hall
- McMillan Center
- Heritage Hall
- Harre Union

Building access is categorized into Phases that outline the hours and access allowed. Phase 1 is when the building is open to the public with primary doors unlocked. Phase 2 is considered closed to the public, but set for card access to all current students, faculty and staff. Phase 3 is very limited access in which the building is card access only for residents and those granted special permission per the criteria outlined later in this document.

The times when an academic building transitions between states are listed on the attached 'Academic Building Hours' spreadsheet.

All academic buildings will be in Phase 3 during the Thanksgiving and Christmas university holidays. These days include the Wednesday, Thursday, Friday, and Saturday at Thanksgiving and the days beginning when the University closes before Christmas until it opens after New Year's Day, a period of approximately ten days.

All academic buildings will be in the Phase 2 state during weather related and other emergency closings of the University. Summer schedules may differ due to class schedules, lab access needs and camps/conferences occurring during the summer months.

Students may have access to a building when it is in the Phase 3 state if one of the following conditions are met.

1. The student is a trained employee needing access to the building for specific employment purposes. These students may have keys issued to them only when card swipe access is unavailable.
2. The student is engaged in academic work and is accompanied by a faculty member or a full-time staff member who is directly supervising the student. The student must leave the building when the faculty member leaves.
3. The student has permission from the building principal under the following conditions:
 - a. There is an essential academic function, as determined by the Provost Council, which requires access to the specific building/room. (Note that study spaces, while essential, do not require any specific building/room.)
 - b. Access is by card swipe only so that the University knows who and when a person entered the building, and
 - c. A trained employee (which may include a student employee) is supervising the building. This person will sweep the building so that all students leave the building when it is locked.

The building principal may temporarily extend the time that a building is in the Phase 2 state for essential academic functions that require specific, additional building access. The building principal must communicate these needs to IT via a helpdesk ticket at least 48 business hours ahead of time. The conditions set forth in item 3 above must still be met.

The building principal may also request that an academic building be in the Phase 1 state on the weekend for special events. Requests around the change in phase of a building should be made through the university's scheduling system (EMS), Harre Union Event Manager then submits an IT ticket, Event Manager also submits an FM workorder if HVAC adjustments are needed, IT adds this to a shared worksheet for Building Services and VUPD to access as needed. (note: this process is being reviewed for potential adjustments) Permanent changes to the access type and hours applicable should be submitted to the Assistant Provost for approval.

As a part of this policy, it is noted that each academic building is "swept" by VUPD when it transitions to the Phase 3 state in order to ensure that the building is empty of students and other persons not authorized to be in the building. Those responsible for sweeping seek to ensure that all of these individuals have left the building, and are authorized to escort them out. Unless otherwise

allowed by this policy, no students or other persons not employed by the University are allowed in an academic building when the building is locked.

Regardless of the status of the building, a student shall only have access to a lab (excluding computer labs, but including art labs) under the following conditions.

- a) The student has received the appropriate equipment and safety training, and
- b) The lab is rated as Low risk by the University Safety Committee, or
- c) The lab is rated as Medium risk by the University Safety Committee and at least two students are present, or
- d) The lab is rated as High risk by the University Safety Committee and a faculty member responsible for the relevant lab is present in the lab.

The University Safety Committee may conduct on-site inspections of the facilities for the purpose of ensuring compliance with the established safety, security standards; compliance with the provisions of the building access policy; and policy effectiveness. The Committee will make recommendations to the Provost, which include but are not limited to, new safety equipment, staff training, accident prevention, exposure prevention, program improvement, and policy or procedural changes.

Approved by the University's President's Council on August 8, 2017

Revised by the President's Council on January 9, 2018

Revised by the Provost Council on August 14, 2024

Academic Buildings

As of 7.29.24

Monday- Friday

Weekend

Building Name	Code				
		Phase 1 (open to public)	Phase 2 (closed to public, card access to all current students, faculty and staff)	Phase 3 (card access only to building "residents" and those given special permissions)	Phase 2 access from 7:00 AM to 11:00 PM. Phase 3 after 11:00 PM; Adjusted for events
Arts & Science	ASB	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
Center for Science	ST1	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
Fites	FEC	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
Gellersen	GEM	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
Kallay-Christopher	KCH	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
LeBein	LEH	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
LeBein Annex B	LeB	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
Mueller	MUH	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	Phase 1: 9AM - 5PM
Neils	NSC	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
Prom West	PRW	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
Schnabel	SCH	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
Urschel	URH	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
VUCA	UCA	7:00 AM - 10:30 PM	N/A	10:30 PM - 7:00 AM	Phase 1: 7AM - 10PM
Wesemann	WH	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	
James Markiewicz Solar Energy Research	MSF	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	Phase 3

Notes:

- Access to Valparaiso University buildings is generally open Monday-Friday from 7am until 7pm. During this time anyone can walk into a campus building without needing to use a Valpo OneCard to gain access.
- After 7:00pm and until 10:59 pm Monday-Friday, academic buildings are accessible via Valpo OneCard access to all student, faculty and staff members.
- Beyond 10:59 pm, only faculty and staff with office space or special approval have access to a building.
- Students would need additional permission from a building official in order to have access beyond 10:59 pm.
- Weekend access will be phase 2 access. After 9:59 pm buildings will be in phase 3 access. Exceptions are weekend events as well as Mueller and VUCA spaces
- Building hours can be adjusted for events being held in academic buildings outside traditional hours but must be approved through the Event Management Software to initiate the after hours schedule change. Please refer to building access policy for full details on making permanent changes.

Summer hours need to be Phase 2 unless there are classes in the building -- working to consolidate summer classes in effort to be efficient with time of those opening buildings and cleaning

Administrative Buildings

As of 8.2.24

Monday- Friday

Weekend

Building Name	Code	Phase 1 (open to public)	Phase 2 (closed to public, card access to all current students, faculty and staff)	Phase 3 (card access only to building "residents" and those given special permissions)	Phase 2 access from 7:00 AM to 10:00 PM. Phase 3 after 10:00 PM; Adjusted for events
Athletics-Recreation Center	ARC	7:00 AM - 10:00 PM		10:00 PM - 7:00 AM	Phase 2 access from 7:00 AM to 10:00 PM. Phase 3 after 10:00 PM; Adjusted for events
Chapel of the Resurrection	CHA	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	Phase 2 access from 7:00 AM to 7:00 PM. Phase 3 after 7:00 PM; Adjusted for events
Christopher Center for Library and Information Resources	CLR	M-TH 7:30 AM - 11:59 PM; F close at 6:00 PM		12:00 AM - 7:30 AM	Phase 1: Sat 10-6; Sun 12-12; otherwise Phase 3
Phyllis & Richard Duesenberg Welcome Ctr	DWC	7:00 AM - 5:00 PM		5:00 PM - 7:00 AM	Phase 3
Fitness Center	FC	6:00 AM - 10:00 PM		10:00 PM - 6:00 AM	Phase 1: Sat 10-6; Sun 1-6; otherwise Phase 3
Harre Union	HU	7:00 AM - 10:59 PM		11:00 PM - 7:00 AM	Phase 1 Sat & Sun 8AM-11PM
Heritage Hall	HEH	7:00 AM - 5:00 PM		5:00 PM - 7:00 AM	Phase 3
Helge Center	HGC	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	Phase 2 access from 7:00 AM to 10:00 PM. Phase 3 after 10:00 PM; Adjusted for events
OP Kretzmann Hall	KRE	6:30 AM - 6:00 PM		6:00 PM - 6:30 AM	Phase 3
Loke Hall	LOC	9:00 AM - 9:00 PM		9:00 PM - 9:00 AM	Phase 1: Sat 4PM-9PM; Sun Phase 3
McMillan (Innovation Hub)	MEC				Depends on events; no swipe access
Kroenke	KRH	7:00 AM - 7:00 PM	7:00 PM - 11:00 PM	11:00 PM - 7:00 AM	TBD by athletics
Observatory	KRH				Swipe and Key required; Phase 3
VUPD	VUP	24/7			