I. PURPOSE: To establish policy for the security of the buildings at the University.

II. POLICY:

A. The following listing of buildings will be secured and locked by the University Police at the listed times, and all non-authorized occupants Faculty, Staff and Students will be removed at the listed times. Exceptions are: Scheduled functions, signed authorization from Supervisors slips from Deans or Heads of Departments and requests for specific exemptions and academic schedules.

6:00 p.m.  AD  Bennion Administration Building  
            OM  Old Main

7:00 p.m.  BC  R.C. Braithwaite Liberal Arts Center  
            & Braithwaite Fine Arts Gallery

8:00 p.m.  ED  Emma Eccles Jones Education Building

10:00 p.m. AM  Adam’s Memorial Theatre  
            AU  Auditorium  
            BU  Dixie Leavitt Business Building  
            ELC  Electronic Learning Center  
            GC  General Classroom Building  
            JT  Randall L. Jones Theatre  
            LEC  Leadership Engagement Center  
            MU  Music Center  
            SC  Science Center  
            SCA  Science Addition  
            SH  South Hall

11:00 p.m. CN  Centrum Arena  
            HC  J.D. & Alice C. Harris Center  
            MC  Multipurpose Center  
            SM  Eccles Coliseum (Stadium)  
            ST  Sharwan Smith Student Center  
            TC  Tennis Courts *times vary due to inclimate weather  
            TH  Engineering and Technology

*Locked by Building Staff  

   AL  J. Reuben Clark, Jr. Alumni House  
   BM  Burch Mann House  
   CC  R. Haze Hunter Conference Center  
   CEC  Community Engagement Center  
   COC  Community Outreach Center  
   FM  Facilities Management Administration  
   FMS  Facilities Management Shops  
   GEC  Sargon Heinrich Global Engagement Center  
   HP  Heat Plant  
   LIB  Gerald R. Sherratt Library
B. If no scheduled events are listed, some buildings will be locked at 6:00 p.m. and then secured at the listed time.

C. All buildings will remain secured on Saturdays, Sundays and holidays unless proper scheduling is completed. Anyone entering a building is totally responsible for re-securing the building when leaving. Faculty or staff remaining in a building after it has been locked and secured is totally responsible for the security of the building. Program security is the responsibility of the individual having the function once the building has been unlocked.