



## **STUDENT SUPPORT POLICIES-SECTION 500**

NUMBER 550

**SUBJECT: CAMPUS ACCESS POLICY**

LAST REVIEWED: 12/5/2022

EXECUTIVE COMMITTEE APPROVAL: 12/12/2022

BOARD APPROVAL: 1/18/2023

REVIEWED WITH FACULTY/STAFF:

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### **550.1 PURPOSE**

- 1.1** Mountainland Technical College (MTECH) takes reasonable precautions, with the intent to ensure the safety of students and employees, by identifying the circumstances where visitors may enter MTECH facilities.

### **550.2 SCOPE**

- 2.1** This policy applies to every MTECH campus.

### **550.3 REFERENCES:**

- 3.1** Utah Code Annotated, Section 76-8-703, Criminal trespass upon an institution of Higher education.
- 3.2** Utah Code Annotated, Section 53B-27 et. Al., Campus Individual Rights Act
- 3.3** Excerpts from Tooele Technical College, Visitors in College Facilities Policy and Davis Technical College Campus Access Policy
- 3.4** [ADA.gov - Topic: Service Animals](#)
- 3.5** [Utah State Statute 62A-5b-S102](#)

### **550.4 DEFINITIONS**

- 4.1 Employee-** An individual who is directly remunerated through the College payroll system for work performed on behalf of the College
- 4.2 Student-** An individual who is currently enrolled in the College student information system.

- 4.3 Affiliate-** An individual who is not an employee or a student, who has a formal, recognized connection to the College including (but not limited to) vendors, volunteers, and state, local and federal government officials.
- 4.4 Guest-** an individual (not a student, employee or affiliate) who is hosted by an employee or affiliate of the College, or any individual who can demonstrate legitimate business with the College such as enrollment, pre-enrollment investigation, testing, or need to access other services.
- 4.5 Commercial use-** use for profit or potential profit, including research, by public or private entities.

## **550.5 POLICY**

- 5.1** Employees, students, affiliates, and guests who comply with the parameters contained in this policy will have access to MTECH facilities.

Employees should wear a college-issued identification badge to assist with safety and security at the college. Badges should be visible at all times. If an employee does not have a visible identification badge, they may be asked to produce proof of status while accessing any campus or building associated with Mountainland Technical College. In specific situations, students may also be required to wear identification badges for heightened security.

- 5.2** All persons visiting College facilities are expected to act in an appropriate manner which does not interfere with the activities of the school. Guests may be required to check in with Security depending on campus protocols.
- 5.3** Employees may access any college facility, if it is necessary and appropriate for the completion of their assigned duties, during MTECH operating business hours. After hours facilities requests must be pre-approved through a College Administrator.
- 5.4** Students are permitted access to the classrooms/labs in which they are scheduled. They may access other classroom/labs or their assigned classroom/lab outside of their schedule only with express permission of the responsible instructor, or a College Administrator, and during MTECH operating business hours.
- 5.5** Affiliates may access facilities which are expressly assigned to them through a formal written agreement with the College or by permission from Administration, when accompanied by an instructor, College administrator, or the administrator's designee.
- 5.6** Guests may only access areas which would reasonably be considered public (salon, cafeteria, testing center, bookstore, Student Services) unless they have been specifically invited by, or are accompanied by, a College Administrator or the administrator's designee.
- 5.7** Classroom and lab facilities are protected space due to instructional and safety concerns and should not be entered by anyone without express permission from a College administrator or authorized employee.
- 5.8** Individuals who do not fit one of the listed categories (employee, student, affiliate or guest) are not permitted access to College facilities unless they are accompanied

by a member of the administration at the level of Director or Executive.

- 5.9** Unsupervised Minors are not allowed on campus. They must be supervised in any public spaces. They should not be in classrooms or labs unless assigned by the instructor as part of a particular lesson that day.
- 5.10** Qualified service animals, defined as a dog, that have been trained to perform tasks related to the person's disability, or do work for the benefit of a person with a disability, are allowed on campus. Any other animals, including emotional support animals, defined as animals that provide a sense of safety, companionship, and comfort to those with psychiatric or emotional conditions, are not. See 3.4 and 3.5 of this policy.
- 5.11** Spaces designated as mechanical, electrical, technology, or otherwise restricted access may not be entered by anyone without express permission from a College administrator or authorized employee.
- 5.12** Individuals who violate this policy will be asked to leave. Should they fail to comply with the request, they will be liable for prosecution for criminal trespass as outlined in Utah Code Ann. Sec. 76-8-703, criminal trespass upon an institution of higher education. Law enforcement may be called, as necessary.
- 5.13** If a faculty member or other employee becomes aware of a violation of this policy, they are directed to notify their immediate supervisor, the Facilities Director, or a Vice President.
- 5.14** The College permits non-disruptive expressive activities as outlined in [MTECH Free Expression Policy 500.551](#).
- 5.15.** Campus facilities may not be used for commercial endeavors or for photography, whether still or motion, without prior Space Committee approval.