

# **SUL ROSS STATE UNIVERSITY**

*A Member of the Texas State University System*

## **Facility Openings/Closures APM 2.03 (Reviewed 4/2012)**

### **I. Academic Year**

- A. During the time that academic classes are in session, custodians will unlock the entrance/exit doors and classrooms of campus facilities prior to 8:00 am Monday through Friday. UDPS will unlock and secure campus facilities all other times. At all times, UDPS is responsible for ensuring the security of the facilities.
- B. Between 8:00 am - 5:00 pm, requests to open secured rooms will first be directed to the department responsible for the room and then to UDPS.

### **II. Academic Breaks/Special Events**

- A. Custodians will open entrance/exit doors to campus facilities prior to 8:00 am Monday through Friday.
- B. Campus departments will provide UDPS and the Physical Plant with a list of scheduled activities and UDPS will be responsible for opening rooms, classrooms, and offices and securing the facilities at the close of the event and of business day.

### **III. Holidays**

- A. UDPS will be responsible for openings and closures of all facilities, classrooms and offices during regularly scheduled state holidays.

### **IV. Unscheduled Openings**

- A. Requests for unscheduled openings after 5:00 pm. Monday through Friday and on weekends will be made to UDPS.
- B. Campus departments are responsible for providing UDPS with a list of students and/or student employees authorized to gain entry after hours and on weekends to classrooms, offices, or any other facility.

**Primary Responsibility: Alpine Campus**