



# THE UNIVERSITY OF WINNIPEG

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**POLICY TITLE:** Access to University Buildings & Property Policy

**EFFECTIVE DATE:** June 7, 2019

**APPROVAL BODY:** University Administration

## **POLICY PURPOSE**

### **1. Purpose of the Policy**

- 1.1. The purpose of this Policy is to establish the normal hours of access to University facilities, indicate the protocol for gaining access when the University is closed, and specify who is entitled to have access in either situation.

## **APPLICABILITY**

### **2. Scope**

- 2.1. This Policy applies to all University buildings and property, whether owned or leased.

## **RESPONSIBILITY**

The Vice-President, Finance and Administration is responsible for the development, administration, and review of this Policy.

## **POLICY ELEMENTS**

### **3. Regular Hours**

- 3.1. The University of Winnipeg is normally open to individuals having legitimate business with the University, weekdays from 7:00 a.m. to 11:00 p.m., with the following exceptions:
  - a) special events or study times, as scheduled; and
  - b) statutory holidays and other University-declared closures.



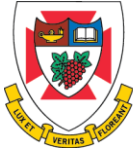
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- 3.2. For the purposes of this section, the hours of operation set out in section 3.1 comprise the “Regular Hours.”
- 3.3. The Regular Hours may be modified, temporarily or permanently, by the Director of Physical Plant, as appropriate.
- 3.4. No person may enter or remain in the University buildings outside the Regular Hours unless they are authorized.

## **4. Access Outside Regular Hours**

- 4.1. Access to the main campus of the University on weekends is restricted to the main entrances of Centennial Hall, the Duckworth Centre, the Axworthy Health and RecPlex, and the Buhler Centre. Access through any other entrance requires the approval of the Director of Physical Plant.
- 4.2. Employees, contractors and their employees, who are authorized to be on campus outside Regular Hours other than for a special event are required to check in and out with the Security Services Office, in compliance with the University's Workers Working Alone / in Isolation Policy. Failure to comply may result in disciplinary action, including but not limited to, the suspension of privileges to be on campus outside of Regular Hours.
- 4.3. Individuals attending a special event which extends beyond Regular Hours shall be restricted to the area(s) in which the event is being held.
- 4.4. The University may revoke/limit access or bar entrance to University property, as deemed necessary and appropriate, to ensure the safety and proper functioning of the University campus.



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## **5. Examination Periods**

- 5.1. Prior to and during examination periods, special arrangements may be made for student study areas. Information regarding locations, dates and hours of operation for such study areas will be posted.
- 5.2. Access to study areas will be restricted to individuals with a valid University of Winnipeg student card.

## **6. Restrictions**

- 6.1. All animals, with the exception of service animals as defined in the Service Animals on Campus Policy and animals which are directly relevant to the academic functions of the University, are not permitted inside University buildings.
- 6.2. The use of bicycles, skateboards, scooters, inline skates, or any similar type of transportation method, is not permitted inside University buildings. This does not include necessary accessibility supports (i.e. wheelchairs).

## **7. Identification**

- 7.1. Any individual on University premises shall be required, upon request and for legitimate reason, to show proper identification to University personnel. Failure to do so may result in the removal of the individual from University property by Security.

## **8. Keys and Access Control Cards**

- 8.1. Keys and Access Control Cards permitting entry to facilities and buildings on the University Campus may be issued to authorized persons in accordance with Key Issue Guidelines issued pursuant to this Policy.

## **9. Compliance**

- 9.1. Failure to comply with this Policy by:
  - a) a student shall be Non-Academic Misconduct under the



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## Student Non-Academic Misconduct Policy

- b) an employee shall be a breach or disciplinable under their contract of employment or collective agreement as the case may be;
- c) any other person shall be trespass and may result in ejection and barring from University property.

## ASSOCIATED PROCEDURES

- Key Issue Procedures

## RELATED POLICIES

- Respectful Working and Learning Environment Policy and Procedures
- Service Animals on Campus Policy and Procedures
- Sexual Violence Prevention Policy and Procedures
- Student Non-Academic Misconduct Policy
- Violence Prevention Policy and Procedures
- Workers Working Alone / in Isolation Policy and Procedures

## RELEVANT DATES

**Originally Issued:** March 1, 1997

**Revised:** June 7, 2019

**Effective:** June 7, 2019

**Scheduled Review:** June, 2024