 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-10-76</b>
<b>POLICY TITLE: Access and Use of University Owned Buildings</b>	<b>EFFECTIVE DATE:</b> <b>January 24, 2011</b> <b>REVISED: July 1, 2025</b>
<b>RESPONSIBLE DEPARTMENT: All Departments</b>	<b>University Owned or Leased Buildings</b>

**(A) PURPOSE**

The University strives to provide a safe and secure environment and to meet the educational and professional needs of students and employees. To support this goal, this policy establishes restricted access buildings, open access buildings, periods when University buildings may be used, and prescribes conditions under which persons may use closed facilities.

**(B) SCOPE**


This policy applies to all University owned or leased buildings and to all persons who enter or use such buildings.

**(C) DEFINITIONS**


- (1) “Designated University Officials” include: Department Chairs, the Executive Director of Campus Operations, Director of Public Safety/Chief of Police, or members of the University’s Executive Management Team.
- (2) “University Owned or Leased Buildings” include those buildings and facilities on the Rootstown, Ohio campus and others leased by or under the control of the University.
- (3) “Restricted Access Building” includes all buildings except for the public areas of the Information Center and the NEW Center.

**(D) POLICY STATEMENT**

- (1) All University Restricted Access Buildings are closed from one (1) a.m. to six (6) a.m., Monday through Friday and all weekend and designated University holidays or breaks, unless otherwise permitted for student use.

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- (a) No Restricted Access Building may be utilized for non-University related events after one (1) a.m.
- (b) Except in the case of an emergency, no University Owned or Leased Building may be used for overnight or sleeping accommodations.
- (2) At any time, University Employees must have the permission of their Immediate Supervisor to have non-business-related visitors in any Restricted Access Building for any period in excess of thirty (30) minutes.
- (3) It is permissible for a Designated University Official to allow employees under his or her control to utilize offices, laboratories and other areas for University related purposes during periods when a Restricted Access Building is closed.
  - (a) The Designated University Official authorizing such use assumes responsibility for the conduct of personnel so authorized and for the security of the area.
  - (b) No Designated University Official may authorize the use of facilities for non-university events during the hours one (1) a.m. to six (6) a.m. or for overnight accommodations without the written consent of the President or the Executive Director of Campus Operations.
  - (c) The Designated University Official will notify Security of the names of the persons authorized and the dates and times of such authorization via email at [campsec@neoucom.edu](mailto:campsec@neoucom.edu).
- (4) University-contracted employees engaged in the performance of their job duties must have and display valid identification from the contractors that is acceptable to the University.
- (5) The Information Center and The NEW Center have defined hours of operation and use restrictions. Patrons using these facilities must abide by these hours and restrictions.

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- (6) Persons who do not have authorization to enter and use Restricted Access Buildings as set forth herein will be instructed to leave by NEOMED Police and warned for trespass if warranted. Disruptive persons should be reported to NEOMED Police.