



# Building Access Policy

**Document Number:** COPS-0001

**Date Published(sys):** 7/8/2021

---

## Policy Content

### Summary

The University has established the following opening and closing times for university buildings as indicated below. Only faculty and staff will be permitted in these buildings after the prescribed closing times. All other persons must leave the building unless accompanied by a Trinity faculty or staff member or unless an approved exception is on file with the Trinity University Police Department. Such exceptions should be forwarded to the Tiger Card Office, who in turn, will notify Trinity University Police Department. Exceptions will be granted only if two or more persons remain in the facility (classroom/laboratory) at all times. Student organizations' meetings and functions will be permitted access through the Student Involvement reservations system. For buildings/rooms with keyed access, a request for access must be forwarded by the department to Trinity University Police Department.

The following buildings will open and close, during the school year as follows:

Center for Science and innovation (CSI), Dicke/Smith Building, Halsell Administrative Studies Center, Laurie Auditorium (\*Yellow Level Only), Marrs McLean Hall, Richardson Communication Center, Ruth Taylor Theatre

	Open	Close
Monday - Friday	7:00 a.m.	10:00 p.m.
*Saturday	9:00 a.m.	6:00 p.m.
*Sunday	12:00 p.m.	10:00 p.m.

*\*CSI common areas are accessible after hours with a valid Trinity ID.*

Chapman Center, Northrup Hall, Storch Memorial Building

	Open	Close
Monday - Friday	7:00 a.m.	10:00 p.m.

Saturday & Sunday	Closed	
-------------------	--------	--

The following buildings have special hours that are subject to change at various times of the school year:

Bell Center, Coates Student Center, Coates Library, Facilities Services, Mabee Dining Hall, Parker Chapel, University Residence Halls

Scheduled opening and closures of all campus buildings during the summer months and spring break:

Monday - Friday: 7:00 a.m - 6:00 p.m.

Saturday & Sunday: Closed

The only exceptions to these hours will be to accommodate special programs and conferences sponsored by the university. Opening and closing hours may be adjusted during periods of time when classes are not in session and will be closed entirely during university holidays.

---

## Revision Management

### Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/9/2019 4:16 PM	Jennifer Gilmore Adamo

---

### Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Gary Logan	Vice President for Finance & Administration