Building Access Policy

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General Description

Policy Summary:

The Building Access Policy at Trinity University ensures secure and equitable access to campus facilities for all students, faculty, and staff. Access is granted through issued ID cards (Tiger Card), which must be used to enter designated buildings during specified hours. Individuals are responsible for safeguarding and carrying their access credentials at all times and immediately reporting any lost or stolen cards (see University Identification & Access Card).

Purpose:

The purpose of Trinity University's Building Access Policy is to establish clear guidelines for secure and efficient access to campus facilities, ensuring the safety and well-being of all students, faculty, and staff. This policy aims to protect our community members and university property while promoting an inclusive environment for appropriate use of resources and spaces. The university seeks to foster community and responsibility among its members by implementing structured access protocols.

Scope:

The Building Access Policy applies to all Trinity University students, faculty, staff, and authorized visitors/contractors. This includes anyone with a valid university ID who requires access to campus facilities for academic, administrative, or extracurricular purposes. Compliance with the policy is mandatory for all individuals utilizing university facilities.

Policy Content

Summary

The University has established the schedule for University buildings as indicated below. The hours during the “open” and “close” times represent hours considered standard business hours when main entrance doors to the buildings are unlocked, and a University Tiger Card is not required to enter that entry point. All non-main entrance doors (e.g., side doors, back doors, etc.) will require Tiger Card access at all times unless previously approved. During “card access only”

hours, all community members will be permitted in academic buildings after the closing times via their Tiger Card. All members of the University are required to carry their University-issued Tiger Card. (See University Identification & Access Card) All other persons must leave the building unless accompanied by a Trinity community member. Students will only have access to common areas of the buildings during "card access only" hours, while Faculty & Staff members will also be able to access all classrooms. After-hours student access to workplaces is decided by the respective stakeholders in those areas. It is 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 approved TSPACE reservations. Requests for any electronic access should be forwarded to the Tiger Card Office with a minimum of 5 business days' notice. For buildings/rooms with keyed access, an access request must be sent to the Trinity University Police Department.

School Year Building Hours

Main entrances to academic and administrative buildings will follow the schedule below: Dicke Hall, Halsell Center, Chapman Center, The Center for the Sciences and Innovation (CSI), Marrs McLean Hall, Storch Memorial Building, Northrup Hall, Ruth Taylor Theater, Dicke Art Building, Smith Music Building, and Laurie Auditorium. All other non-main entrances can be accessed using a Tiger Card. Building hours are as follows:

	Open	Close	Card Access Only
Monday- Friday	Main Entrances-7:00 am	Main Entrances-6:00 pm	6:00 pm-7:00 am
Saturday			Card Access All Day
Sunday			Card Access All Day

*All buildings listed above are accessible after hours with a valid Trinity University Tiger Card.

The Bell Center, Coates Student Center, Coates Library, Parker Chapel, and Mabee Dining Hall have varying business hours that are subject to change throughout the school year and are not accessible after normal business hours. See their respective websites for the latest hours of operation.

University Residence Halls are always set to card access only, and a Trinity University-issued Tiger Card is required to gain entry.

Non-School Year Building Hours

All campus buildings' main entrances will open and close during the summer months and spring break as follows:

	Open	Close	Card Access Only
Monday-Friday	Main Entrances -7:00 am	Main Entrances -6:00 pm	6:00 pm- 7:00 am
Saturday			Card Access All Day
Sunday			Card Access All Day

*During the summer, all buildings will only be accessible after hours to faculty, staff, and registered summer students with a valid Trinity University Tiger Card.

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.

Scheduled After-hours Access

For scheduled evening classes, events, lectures, and other University functions that take place outside of normal business hours, all members of the TU community will be able to enter the buildings with their University-issued Tiger Card.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.1	8/3/2026 2:33 PM	Pamela Mota
v2.0	9/16/2024 3:15 PM	Pamela Mota
v1.0	8/9/2019 4:16 PM	Jennifer Gilmore Adamo

Vice President Approval:

Name:	Title:
Mark Detterick	Vice President for Finance and Administration