

Effective June 9, 2014, there are changes to the after-hours log-in procedures and access for the CU Building.

1. After-hours is defined as 8:00 PM until 6:00 AM Monday-Friday, and from 5:00 PM Saturday until 6:00 AM Monday. Holidays are considered after-hours.
 - All entrances to the building will be locked after-hours.
 - Elevators are programmed to remain on the first floor and will require a badge swipe to allow passengers to move above the first floor.
 - 1st floor stairwells will require a badge swipe to allow access.
2. Each person (Staff, Faculty, or Student) entering the building after-hours must swipe his or her University ID at the main security desk upon entry. It is required that all swipe again when leaving the building during the after-hours time period.
3. Individuals can have guests accompany them into the building. Staff, Faculty, or Student are required to register (sign in) their guest(s) at the main floor security desk upon entry. They will be responsible for their guest(s) while within the building.
4. Any individual remaining in the building after-hours must go to the security desk and register/sign in/swipe their ID once the building has closed.
5. An individual whose regularly scheduled class extends into the after-hours period is not required to leave class to register/sign in/swipe their ID. However, they must sign in/swipe their ID at the security desk if they intend to remain in the building after their class ends.
6. Any individuals leaving the building for breaks/errands/etc. after-hours are required to register/sign in/swipe their ID each time they re-enter the building.
7. The security guard will conduct periodic spot checks throughout the building to ensure all occupants are registered/signed in.
8. Failure to register/sign in/swipe their ID while in the building after-hours may result in the loss of after-hours access privileges.

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