

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 3 - Administrative Affairs**

**3-6002 Opening of Rooms and Other Facilities**

This regulation intends to ensure that NCF buildings and facilities, including contents, are adequately secured as required by NCF and consistent with the best interests of NCF.

(1) Access to NCF offices, classrooms, and other areas is available to authorized persons. To ensure that other persons do not unlawfully gain access to these areas, requests for opening of locked areas will be handled as follows:

(a) Offices

1. Monday through Friday, 8:00 a.m. to 5:00 p.m. The person requesting entry should contact the appropriate Vice-President, Dean, Director, Chair, or other available supervisor. If not available, the custodial staff shall be contacted at Physical Plant: 4240 (campus phone) or 941-487-4240 (off-campus phone).
2. Other Times. Before and after 8:00 am to 5:00 pm, the NCF Police Department should be contacted to request the opening of locked areas. Prior to allowing entry to any facility the NCF Police will require authorization from the Vice President for Finance and Administration, Provost, or the accountable dean, director, or chair specifying the area(s) which may be entered. Under no circumstances will students be admitted to faculty or staff office areas unless authorized by the faculty or staff member to whose office admission is sought. This does not prevent an accountable office from issuing keys to students if necessary for the performance of assigned duties.

(b) Classrooms

1. Monday through Friday, 7:00 a.m. to 4:00 p.m. The custodial staff will open locked spaces unless it has been requested by the occupying department or division not to open the space (in the case of certain labs, etc.).
2. Monday through Friday, 4:00 p.m. to 10:00 p.m. The custodial staff will open all classrooms in accordance with the schedule provided by the Director of Physical Plant.
3. Special Purpose Rooms (music practice rooms, photo lab, etc.). Areas designated as special purpose rooms normally contain expensive, easily removed items. The custodial staff will allow access to these facilities only upon written authorization of the Provost, dean, division chair, or appropriate faculty member. Such authorization shall include the specific days and hours that the room shall be available to general use and a statement as to whether or not a monitor shall be present during such hours.

(c) Scheduled Events

1. The custodial staff are responsible for opening locked spaces Monday through Friday, 7:00 a.m. to 4:00p.m for special events.
2. At all other time the NCF Police Department should be contacted to open locked spaces.

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- (d) Special Considerations (non-duty hours). Renovations, installation of equipment, or repairs should be performed during normal working hours. If this is not possible, the following procedures shall be followed:
1. Telephone Installation/Repair. All work to be performed shall be coordinated between Information Technologies and the department involved prior to the initiation of the work. Emergency repairs may require a deviation from this policy.
  2. Carpet Installation or Other Work Performed by an Off Campus Vendor. All work performed by an off-campus vendor shall be done during normal working hours unless under the direct supervision of a member of that department or division. The NCF Police Department shall be informed of the name of the vendor, the date and times of such work, and the name of the department or division member who will be present during such times prior to the scheduling of the work.
  3. Security Alarm Malfunctions. Upon discovery of a malfunction in the alarm system of a facility having a security alarm system monitored by the NCF Police, the NCF Police will contact Physical Plant (4240) between 8:00 a.m. and 5:00 p.m., or after normal duty hours, refer to the Physical Plant Problem & Emergency Call Procedures. Lateness of the hour or other undesirable factors are not justification for failure of NCF Police to respond.

*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001*

*History: Adopted 04-27-02, as Policy 6-001; Revised and renumbered 06-29-10; Revised 09-11-10, 03-10-17 (technical amendment)*