



Tooele Technical College Policies and Procedures

Visitors in College Facilities Policy

Effective Date: November 1, 2017

Board Approval Date: November 1, 2017

1. Purpose

- 1.1 This policy identifies the categories of individuals and the circumstances under which they may enter Tooele Technical College (TTECH) Facilities.

2. References

- 2.1 Utah Code Ann. Sec. 76-8-703, Criminal trespass upon an institution of higher education

3. Definitions

- 3.1 Employee – any individual who is directly remunerated through the College payroll system for work performed on behalf of the college.
- 3.2 Student – any individual who is currently identified as actively enrolled in the College student information system.
- 3.3 Affiliate – non-employee, non-student who has a formal, recognized connection to the College including (but not limited to) vendors, volunteers, and state, local, and federal government officials.
- 3.4 Guest – any individual (not a student, employee or affiliate of the Tooele Technical College) who is hosted by an employee or affiliate of the Tooele Technical College or any individual who can demonstrate legitimate business with the College such as enrollment, pre-enrollment investigation, testing or need to access other College services.

4. Policy

- 4.1 Employees, students, affiliates, and guests who comply with the parameters contained in this policy will have access to TTECH facilities.
- 4.2 All individuals in College facilities are expected to behave in an appropriate manner and are not permitted to interfere with the orderly conduct of the activities of the College.
 - 4.2.1 Employees may access any College facility which is necessary and appropriate for the completion of their assigned duties.
 - 4.2.2 Students are permitted access to the classrooms/labs into which they are scheduled. They may access other classrooms/labs or their assigned classroom/lab outside of their schedule only with express permission of the responsible instructor or a College administrator.
 - 4.2.3 Affiliates may access facilities which are expressly assigned to them through a formal written agreement with the College or by permission from Administration when accompanied by an instructor or College administrator or the administrator's designee.

- 4.2.4** Guests may only access areas which would reasonably be considered public (salon, café, bookstore, Student Services) if they have been specifically invited by, or are accompanied by, a College administrator or the administrator's designee.
- 4.2.5** Classroom and lab facilities are protected space due to instructional and safety concerns and should not be entered by anyone without express permission as outlined in this policy.
- 4.2.6** Spaces designated through signage as mechanical, electrical, or otherwise restricted access may not be entered by anyone without express permission from a College administrator or authorized employee.
- 4.3** Individuals who do not fit one of the listed categories (employee, student, affiliate or guest) are not permitted access to College facilities unless they are accompanied by a member of the administration at the level of Director or Executive.
- 4.4** Individuals who violate this policy will be asked to leave by Campus Security. Should they fail to comply with the request, they will be liable for prosecution for criminal trespass as outlined in Utah Code Ann. Sec. 76-8-703, criminal trespass upon an institution of higher education.
- 4.5** If a faculty member or other employee becomes aware of a violation of this policy, they are directed to notify the Facilities Manager, Vice President of Operations, President or their immediate supervisor who will take appropriate action.