

## Procedure 8.0101

### Access to Buildings Procedure

During the fall and spring semesters, the campus is open from 7 a.m. to 10 p.m. (Monday-Thursday) and Friday from 7 a.m. to 4 p.m. and Saturdays as merited by library hours and class schedules. Access to campus facilities is limited after hours. Any employees requiring weekend or after-hours access to campus buildings or the firing range must submit a request and justification. The request should be submitted to the employee's department head/chairperson and the vice president of administrative services for approval. The BCCC Police Department will assist in accommodating any approved requests for this type of access.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Facilities Security Policy](#)

### History

**Senior Staff Review/Approval Dates:** 3/21/2016

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*