



KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

After Hours Room Access Policy

- This policy applies to faculty, staff, students, and their guests entering campus buildings after business hours and on weekends.
- KGI policy is to lock all laboratories, the shipping and receiving area, the facilities area, and individual offices in the 517, 535, 555, 121, and 215 buildings in the evening and on weekends. Faculty and staff are reminded to lock their offices when they leave KGI each evening.
- All key card access is logged.
- All staff and student lounges, classrooms, student computer labs, conference rooms, and the autoclave rooms are available between 5 am – 2 am. Faculty, staff, and students are reminded to keep the doors of the autoclave rooms closed at all times.
- Students are not allowed to sleep over in any campus space on campus overnight.
- All buildings are closed between 2 am – 5 am.
- Students requiring after-hours access to a lab may request permission from a faculty member associated with the lab. Afterhours lab access requests must be initiated by the faculty member.
- Faculty, staff, and students must carry their KGI ID when on campus and should be prepared to show their KGI ID to Campus Safety, if requested.
- Faculty or staff who require after-hours access for vendors need to e-mail the Campus Safety office their authorization, including the vendor name, room number, date, and time of access.
- No student is permitted to work alone in the labs. If students only have evening or weekend hours available in which to complete student lab assignments, students must follow KGI Policy 536 regarding after-hours lab access and will be required to be accompanied by a faculty member, a lab manager, or another student.

To enforce this KGI after-hours room access policy, the Security officer may ask for KGI ID as well as log names and locations in the security daily report.