

FACILITY ACCESS POLICY

1. **General.** To enhance security of its campus and provide for the safety of students, faculty, and staff, Central Christian College of Kansas (CCCK) controls access to all buildings by limiting the use and function of both access cards and keys issued to all students, faculty, staff, contractors, outside vendors, and invited guests (including conference and camp participants).
2. **Scope.** This policy applies to all employees (faculty and staff), students, invited guests, affiliates, contractors and any other person present on CCCK property with respect to hours of operations and access control of buildings, facilities, and other college-owned or leased property.
3. **Policy.** CCCK manages and controls access to all College buildings and facilities to enhance safety and security, while maintaining compliance with applicable laws, regulations, and associated policies. With few exceptions such as the library and during certain events, College-owned facilities and buildings are not considered open to the public. Access to College buildings and facilities is therefore generally restricted to employees, students, College affiliates, and invited guests.
4. **Definitions**
 - a. Academic Buildings and Facilities – Those locations which have academics (including athletics and extra-curricular activities) as a primary purpose
 - b. Access Control – Control of entry and/or exit to an area by any means (mechanical or electronic)
 - c. Access Control Key – Any official device used to gain entry and/or exit to a controlled space
 - d. Administrative Buildings and Facilities – Those locations which have administrative functions as a primary purpose
 - e. Authorized Signatory – College employee empowered to authorize individual access, key issuance, and building lock/unlock schedules for buildings under his/her control. Each of the following positions is an “Authorized Signatory”:
 - i. Chief Officer
 - ii. President
 - f. Electronic Access Control – Access control using electronic or electromechanical devices to replace or supplement mechanical key access. Electronic access is administered through a computerized card access control system operated and maintained by Information Technology Services (ITS)
 - g. Invited Guests – Individuals present on campus for an express purpose and limited duration.
 - h. Residential buildings and facilities – Those locations in which students reside
5. **General Facility Access.**
 - a. Academic and Administrative Buildings and Facilities. As a general rule, Academic buildings are open Monday through Friday between the hours of 7 AM and 11 PM while Administrative buildings are open Monday through Friday between the hours of 7:00 AM and 6:00 PM. Authorized Signatories may request adjusted hours to meet specific needs of various buildings.
 - b. Residence Halls. College residence halls are locked at all times and accessible only by key. Students only have access to their assigned residence with a provided key. Student access to residence halls for which they are not assigned is governed by Residence Life policies.
 - c. General access to all CCCK buildings and facilities is restricted to employees, students, invited guests, affiliates, and contractors at all times except those buildings where the public is expressly invited and at certain events.

6. **Faculty and Staff Access.** The facilities department manages keys issued to faculty and staff that enable access to academic, administrative, and residential facilities. Faculty and staff are issued keys based on need and with least privileges. Supervisors will submit requests for keys to facilities defining specific access requirements. Individuals requiring additional access must present a memo signed by an Authorized Signatory to facilities detailing the additional access required.

7. **Vendor Access.** Authorized vendors or contractors requiring access to College property should arrange for access through the appropriate department – typically, the department or unit issuing the contract with the vendor. In general, access should be scheduled during normal business hours.

8. **Camp and Conference Participants.** Facilities, with support from Residence Life, issues mechanical key as appropriate. Access cards, if needed, will be requested through ITS and issued. Cards will only be valid for the duration of the camp or conference. Keys and cards must be returned at the conclusion of the camp or conference. Failure to return keys or cards will result in a fee of \$50.

9. **Invited Guests.** Invited Guest will not be issued keys and will only have access to facilities during scheduled open hours.

10. **Mechanical Keys.** Keys will be issued directly to person responsible for its custody and use. This same individual will sign for and acknowledge responsibility for maintaining and securing the key. Master keys are typically only issued to individuals with responsibilities for access to entire buildings. Sub-master keys will be issued to department heads only. Grand and Great Grand Master keys are only issued to select individuals as determined by the President and/or the Chief Operations Officer. Annually, Authorized Signatories or their designees will verify the existence of all Master, Grand Master and Great Grand Master keys. Any missing key must be reported immediately to Facilities Key Control and the Chief Operations Officer. All keys must be stamped and recorded in the key management system.

a. **Key Return.** When keys are broken or no longer required, the key holder shall return the key to key control or residence life as appropriate. The Key Control Manager will document the return in the key management system and provide a receipt to the key holder.

b. **Key Holder Responsibilities.** All keys to college facilities remain the property of the institution. Individuals with custody of College keys are authorized to use them for access to their work areas. Key holders are responsible for safeguarding keys at all times and for returning keys to the Key Control Manager when they are no longer needed. Key holders are not to share or loan keys to others. Most faculty and staff will have keys only for those building(s) and personal spaces (e.g., offices) in which they work. If additional keys are issued to an employee, the employee may not remove that key from campus. Key holders are also responsible for reporting lost or stolen keys immediately to the Key Control Manager and the Chief Operations Officer. The Authorized Signatory shall investigate the loss and take appropriate action.

11. **Access (Key) Cards.** Access cards are issued by ITS only to those with a demonstrated need. Requests for key cards will be made by supervisors in writing to ITS. As with mechanical keys, key card holders will sign for and acknowledge responsibility for maintain and securing the card. Lost or missing access cards must be reported immediately to ITS.

12. **Student Access Cards and Keys.** All access cards and keys must be returned at the end of each academic year or during the academic year if a student leaves the institution or residential housing.

a. Students who lose or misplace an issued key or card must comply with the following:

i. Lost mechanical keys must be reported immediately to the Resident Director of the student's lodging unit or student life.

ii. Lost access cards must be reported immediately to ITS.

b. If a lost key is not found and returned within 24 hours, the affected locks may be re-keyed and the student will be charged \$50 for each door that must be re-keyed. If the lost key is residential, roommates will be issued replacement keys at no cost. Student life will coordinate re-keying with the facilities office.

13. **Key Duplication.** Duplication of keys is strictly prohibited.

14. **Key Transfers.** Key or Card transfers from one person to another are prohibited.

15. **Penalties for Policy Violation.** It is a violation of College policy to permit unauthorized individuals to enter into buildings and facilities restricted from general public access by deliberately disengaging, deactivating, or otherwise circumventing locking devices or other security measures intended to control building and facility access. Persons who violate this policy are subject to disciplinary action including loss of access and up to termination in accordance with relevant CCK discipline policy.