

Public Access on College Property Administrative Procedure

Purpose

The purpose of this administrative procedure is to further promote the safety and security of WVNCC students, faculty, staff, administrators and building occupants by controlling access to its facilities to those authorized by the administration. The College uses measures to reasonably ensure the health, safety and welfare of its internal community. As a result, it is important for the College to ensure, on a daily basis, that those who come to campus have the authority to do so. The College fully recognizes its status as a public entity and the need to provide access to its facilities to those individuals and groups that are authorized by College administrators to use its facilities. This administrative procedure applies to all individuals including, but not limited to students, employees, building occupants, visitors and guests. Effective 12/1/2011.

Procedure

1. During its hours of operation (except for emergency closings), WVNCC will be open to students, employees, authorized building occupants, and contractors. The hours of operation and limited access to certain areas are subject to change at the College's discretion at any time.
2. Persons over the age of 18 who are not students, employees or authorized building occupants of WVNCC may access only the following public areas on the Wheeling, Weirton, and New Martinsville Campuses for the limited time needed to obtain their intended business related service:
 - a. B&O Building – First Floor Wheeling Campus Only
 - b. Lobby areas near Service Center and Bookstore - Weirton and New Martinsville Campuses Only
 - c. LRC (library) requires a Photo ID and sign in at each visit
 - d. Loitering is not permitted on College property
3. Children under the age of 18 and those who are not current students of WVNCC or WVNCC Middle College may be on campus to participate in or attend an event held at WVNCC; or if accompanied by a parent or guardian may access only the following public areas on the Wheeling, Weirton, and New Martinsville Campuses for the limited time the parent or guardian needs to obtain their intended services:
 - a. B&O Building – First Floor Wheeling Campus Only
 - b. Lobby areas near Service Center and Bookstore - Weirton and New Martinsville Campuses Only

Access to WVNCC's campuses for any other reason other than those previously mentioned is not permitted.

4. Employee offices are for official business only. Guest of employees, including family and friends, are not permitted to loiter in offices, lounges or other areas of the College Buildings.
5. Accesses to other areas of the WVNCC's campuses require students, faculty, staff and administrators to show college-issued ID card to gain admittance. Persons without a valid ID may not be allowed admittance. Visitors are to report the Campus Service Center on the Weirton and New Martinsville campus and to the Receptionist in the B&O Building in Wheeling to sign in and receive a visitor's badge.
6. Visitors and guest are permitted to attend Culinary Arts functions without registering with the receptionist.
7. Delivery and service personnel are permitted in designated delivery/services areas or other areas as authorized.
8. Only Service animals are allowed access to campus facilities and vehicles, all other animals are not permitted.

Questions and/or to report violations regarding this administrative procedure are to be directed to:

Janet Fike	Vice President of Student Services	304-214-8837
Steve Lippiello	Vice President of Administrative Services	304-214-8809
Peggy Carmichael	Chief Human Resource Officer	304-214-8901
Weirton Campus	Weirton Campus Dean	304-723-7500
New Martinsville Campus	New Martinsville Campus Dean	304-510-8760

Approved by:  , President