

Appendix C After Hours Policy

Last revised 05/30/2007

An “*After Hours Building Permit*” is a form that needs to be completed and signed by the Instructor, the Department Head, and the Police Department. This form has the student’s name, the date issued, the building and room number the student needs to be in, the effective dates and the times. This pass is to allow students in the buildings after normal hours of business.

After hours is the time after the official closing time for that building, which has been established by the administration of that building. Facilities Management has a lock-up person who has a schedule and locks all the buildings according to that schedule.

An “*After Hours Building Permit*”, to be complete, must include the signatures of the authorized department head and teacher and an authorized representative of the police department. A current student I.D **must also** accompany the permit. A copy of the pass and student photo I.D. will be made for retention at the police department until the “*After Hours Permit*” expires.

The following individuals are authorized to sign After Hours Permits:

1. Major Mike Wallace
2. Captain Kerry Hatchett
3. Captain Mike Dowell
4. Captain Joe Harbaugh
5. Captain Lee McKinney
6. Chief Robert Deane

Anyone who is found to be in a building after hours is required to have the following:

- ◆ If a faculty or staff member – a WKU faculty/staff I.D.
- ◆ Visiting scholar – visiting scholar WKU I.D.
- ◆ If a student – a completed “*After Hours Building Permit*” **AND** a WKU student I.D.
- ◆ A student may be in the building after hours without a pass if accompanied by a faculty or staff member.