

POLICY GROUP: NCT 400 – Health, Safety & Security

POLICY TITLE: After Hours Access

A. Background and Definitions

Niagara College - Toronto (NCT) maintains that After Hours Access is a privilege in accordance with the academic needs of individual programs.

Employees and Faculty: For the purpose of this policy, shall refer to those employed by The Toronto School of Management.

B. Purpose

Niagara College - Toronto recognizes that in some programs of study, students may require After Hours Access to classrooms or labs beyond regular program hours. This privilege requires that students, faculty, and staff follow the established guidelines, rules, and regulations, as set out within this policy, to ensure the safety and security of all users, College facilities, equipment, property, and assets.

C. Scope

This policy applies to all employees, faculty, and students at the Niagara College - Toronto (NCT) Campuses and is in effect daily, except for the days on which the College is closed (e.g., statutory holidays, Christmas shutdown, closures for repairs, etc.).

D. Policy Statements

1. The NCT Campus is normally open from 8:00am to 10:00pm Monday to Saturday.
2. Should an individual require access beyond the normal hours of operation, they must have authorization or prior approval to be in the specified area.
3. The College retains the right to limit or control campus access to allow for scheduled or unscheduled maintenance, and/or other events to take place. In all instances, the College will take precedent.
4. After Hours Access may be provided to classrooms or labs when deemed appropriate for program needs. Students, staff, and faculty are required to comply with College policies and

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procedures, and rules and regulations agreed to by the department head or the Associate Dean or designate, and failure to do so will result in loss of access to the specified area(s).

5. Student access to open access rooms is available until 10:00pm on a first-come basis, and availability may vary based on the academic cycle. Students, staff, and faculty are required to comply with College policies and procedures, and rules and regulations agreed to by the Director, Student Services or designate, and failure to do so will result in loss of access to the specified area(s).
6. Individuals requiring After Hours Access must carry photo identification. Students will be required to show their college issued student card.
7. Campus Safety and Security has the right to ask an individual to vacate an area who:
 - a) Has not registered with Campus Safety and Security upon arrival
 - b) Is not an authorized key holder for the area in which they are found
 - c) Refuses or is unable to produce a government-issued photo identification (faculty/staff) or a college-issued student card (students); or
 - d) Is exhibiting behaviour deemed disruptive or unacceptable.

Failure to comply with an eviction notice will result in police involvement.

8. During an emergency situation, Campus Safety and Security has the right to close any areas of the campus and/or prohibit access at any time.

E. Related Documents

None

F. Document History

Date	Approval/Review/Key Change(s)
Nov 29 2023	NEW