

Access to College Property and Facilities Procedure

This procedure is governed by its parent policy.
Questions regarding this procedure are to be
directed to the identified Procedure Administrator.

Functional category	Operations
Parent policy	Facilities Operations Policy
Approval date	November 26, 2019
Effective date	November 26, 2019
Procedure owner	Vice President, Administration and Chief Financial Officer
Procedure administrator	Director, Facilities

Overview

NorQuest College (college) strives to maintain a safe and secure environment for all persons accessing its property and facilities, and takes reasonable measures to control access to manage safety and security of all persons and property.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedure

The following procedures apply:

- The college authorizes access to its property and facilities for its employees, registered students, guests, and those who have approved relationships with the college.
- College employees and registered students are required to carry authorized college picture identification cards on their person and must be able to produce their identification card when requested by Security.
- Employees may be authorized by the college to hold keys, key fobs, and/or access cards to access their normal place of work.
- Keys, key fobs, and access cards must not be shared or loaned to others.
- All keys, key fobs, and access cards remain the property of the college and must be returned to Facilities upon termination of an employee or contractor relationship.
- Members of the general public may access college property and facilities for purposes of obtaining program information, being processed for enrolment or registration, attending a course of study, scheduled appointments, a guest of a registered student for official college functions, under a Facility Rental Agreement, by college invitation or other college approved access.
- Members of the general public may access college property and facilities for short-term durations to meet with an employee, faculty member or registered student.
- Any individual entering college facilities may be required to sign-in/sign-out as part of the security access control.
- The college, at its sole discretion, retains the right to set hours of operation, specify restricted areas, restrict access to specified persons and deny or ban access to any person(s) from its property or facilities.
- The college may monitor access activity to ensure that individuals accessing the property are authorized to do so.
- The college maintains the right to require anyone on college property to provide their reason for being there. If a person(s) is not authorized, the college maintains the right to refuse access and/or request the person(s) to leave the property.

- Pets or animals are not allowed inside college facilities, with the exception of authorized service/guide dogs, certified therapy animals, and assisted living animals required for medical reasons. Exceptions may be made for special circumstances and for college approved functions or programs (i.e. Veterinary Assistant program).
- Bicycles, skateboards, roller blades, scooters, or other such personal transportation vehicles are not permitted to be used or worn in college facilities or on college property.
- Bicycles are only permitted in the college parkade for the purpose of accessing the secured bicycle storage facility.
- Any weapons, explosives, illegal drugs, unlawful items, or devices deemed by the college to be capable of inflicting bodily harm and/or damage to property are not permitted on college property or facilities.
- Ceremonial Objects that are identified as a weapon may be worn only upon prior approval of the college. Persons wearing a ceremonial weapon must follow the direction stipulated by the college (process in development).
- Unauthorized canvassing, soliciting, or peddling is not permitted on college property.
- Any person(s) who appear to be in violation of the procedure is to be reported to Security or Facilities, for Downtown Campus, or to a Dean, Manager, or Coordinator at other sites. If it is determined that the person(s) does not have authorized access, they may be requested to leave.
- Should a person(s) refuse to leave college property after being requested to do so, the college has the right to contact the police.
- When it is determined that a person(s) is to be banned access, Facilities is to be contacted to initiate appropriate measures. Authorization to ban a person from the college must come from the Director, Facilities or a Senior College Official. When a registered student is banned, the appropriate Dean and Registrar will be advised.

Access to Technology & Creative Services (TCS) Facilities

- Access to TCS restricted facilities is permitted to all TCS Technology Infrastructure staff, Facilities and other TCS departmental systems

support staff whose job responsibilities require that they have access to these areas.

- The Manager, Technology Infrastructure and the managers in Facilities, have the authority to grant temporary access to these facilities and to enable others to enter and leave with the provision that access is related to work requiring access to these facilities.
- Personnel with authorizing access are responsible for the security of the area and for any individuals, such as vendors or contractors, which they have authorized to be in these facilities.
- Personnel with authorized access must wear their issued staff identification card, in a visible location, at all times when working within these facilities.
- Security may un-authorize access to these facilities should it be determined that continued access poses a security risk to the college. In such case, Security will immediately notify the Manager, Technology Infrastructure.
- All doors to TCS restricted facility must remain locked at all times and may only be temporarily opened for periods not to exceed that minimally necessary, in order to:
 - allow entrance and exit of authorized individuals,
 - permit the transfer of supplies/equipment as directly supervised by a person with controlling access to the area, or

prop open a door only if it is necessary to increase airflow into the facility in the event of an air-conditioning failure. In this case, staff with controlling access must be present, and they must limit access to the facility.

Definitions

Approved Relationship: a person authorized by the college as a volunteer, alumni, sponsor, donor, under an agreement/contract, or other such capacity.

Ceremonial Object: any object used in a ritual, religious ceremony, or religious purpose.

Technology & Creative Services (TCS) Restricted Facility: a facility or portion of a facility, also known as a data centre, server room, wire closet, etc. used

to house computer systems and/or network infrastructure equipment such as servers, routers, switches, telecommunications and backup systems.

Student: (for the purposes of this procedure): Any individual admitted to, and enrolled in, any college course(s) or program(s). Another term for student is Learner.

Restricted Areas: specified areas or property which has been identified as having its access restricted to only specifically authorized persons. Restricted areas are not typically open to the general public.

Weapon: any object used, designed to be used, or intended for use in causing death or injury to any person, or, for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes a firearm.

Related information

NorQuest College

- [Children on College Property Procedure](#)
- [Facility Rental Procedure](#)
- [Security Incident and Criminal Activity Reporting and Investigations Procedure](#)

External

- [Petty Trespass Act](#)
- [Trespass to Premises Act](#)

Next review date

June 2023

Revision history

Date	Version Number	Action
June 2016	V1	New (Replaces Standard Practice 4.15 – Access to College Property and Facilities; E&IT Facilities Physical Access Policy; and E&IT Facilities Physical Access Procedure)
August 2019	V2 (published as V1-C)	Compliance Office template & reorganization update
November 2019	V3 (published as V2)	Facilities reviewed and updated
January 2024	V4	Information, Risk & Compliance template update