



WESTERN
NEW MEXICO UNIVERSITY

POLICY NAME	Building Occupancy Policy	POLICY NO.	BA420
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Facilities & Operations – Business Affairs		
EFFECTIVE DATE	15-DEC-2014	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

The purpose of this Building Occupancy Policy is to ensure the security of University Buildings and Assets.

POLICY:

University buildings are unlocked during normal business hours, which may vary by building. Faculty, staff, students and the public may occupy the buildings during these hours. For occupancy outside normal business hours, students and the public must be accompanied by a University faculty or staff member or have permission from the building supervisor specifying the approved time period of occupancy or they will be asked to leave the building.

NOTE: Buildings are to be used for Business Purposes Only.