

## 2.20 Access to Campus Facilities

**Last Revised:** August 2022

**Policy:** Piedmont Community College will lock and secure all buildings after regular hours of operation for the protection of College employees, students, and property.

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### **Purpose/Definitions:**

Purpose

The policy provides guidelines for maintaining appropriate access to campus facilities.

Definitions

N/A

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

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### **Procedure:**

Section 1: Identification

- 1.1. Full-time college employees should wear their issued name badges while on the College's campuses.
- 1.2. Students should obtain a student identification card and to carry this card with them while on the College's campuses.
- 1.3. Students should be prepared to produce the identification card if requested.

Section 2: Keys

- 2.1. Keys are provided to individual employees on a need-to-enter basis as determined by the appropriate supervisor.
- 2.2. Keys are issued for the sole purpose of conducting college business, and an authorized individual shall not allow a key to be used by any unauthorized person.

- 2.3. All keys remain the property of the College and shall be returned upon request or termination of employment.
- 2.4. The loss or theft of any key shall be reported immediately to the office of the Vice President, Administrative Services/CFO.
- 2.5. Unauthorized duplication of keys is prohibited.

Section 3: Hours of Operation

- 3.1. Refer to the College website ([piedmontcc.edu](http://piedmontcc.edu)) for current [hours of operation](#). See Policy 5.2 Hours of Operation for more information.

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**Legal Citation:** N.C.G.S. 115D-20(7)

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**History:** Effective October 2001; Revised January 2011, January 2021, August 2022

Cross references PCC Policy 5.2 Hours of Operation.