

After-Hours Use of University Buildings

AUTHORIZED USE

Only authorized individuals may be in University buildings after regular working hours.

An authorized person carries a CougarCard when accessing University buildings after normal working hours. The individual presents the card to WSU Police or security staff upon request. See *BPPM* 10.08 for CougarCard procedures.

Security Response

University security staff call WSU Police for assistance if they are unable to verify an individual's identity and/or reason for being in the building after hours.

WSU Police escort any unidentified and/or unauthorized individual from the building. WSU Police may take other appropriate law enforcement action against the individual.

USER RESPONSIBILITIES

Individuals who are in University buildings after hours assume the following responsibilities:

- Observing all safety and fire regulations.
- Turning out all lights when not in use.
- Closing and locking all doors upon leaving. (This includes outside entrance doors as well as interior doors.)