POLICY NAME
Access to Roosevelt University’s Auditorium and Wabash Buildings

Policy Statement
Access to Roosevelt University’s Auditorium and Wabash Buildings

Students, Faculty and Staff

To access the Auditorium (430 S. Michigan) and Wabash (425 S. Wabash) Buildings of Roosevelt University, students, faculty and staff are required to have a current Roosevelt photo identification card and pass through security access turnstiles located at the Auditorium Building or Wabash Building lobby entrances. Any student, faculty or staff forgetting their ID is required to obtain a building guest pass from Campus Safety to proceed. In addition, Wabash Bldg. residents and authorized staff must pass through security turnstiles on the 14th floor.

Visitors and Guests

Visitors and guests (includes Roosevelt alumni) to either building will be required to obtain a building guest pass from Campus Safety to proceed past the first floor lobby area of both the Auditorium and Wabash Buildings. To obtain a building guest pass, the guest will need to present identification (a government photo ID, exceptions made on a case by case basis) to the Campus Safety Officer. The Campus Safety Officer will issue a one day building guest pass. The guest pass must be carried and presented to Roosevelt University staff on their request. Guest passes are to be turned in to Campus Safety when the guest leaves the building.

Exceptions to the guest badging procedure may be made for Departments that have prior Campus Safety approved procedures in place (at least 72 hours’ notice) to identify their visitors and guests, and for special events.

Wabash Bldg. Residence Guests

Access to the Wabash Bldg. Residence follows a stricter guest access procedure. A resident must be with the guest(s) to give their approval when a guest signs in
with Campus Safety. Residence guest passes are made using the Easy Lobby Visitor Management System which prints out a photo guest pass from a required scanned government photo ID. Refer to Campus Safety Department Policy/Procedure CS-226 requirements or provisions of this policy, but not the implementation procedures.

**Reason for Policy**

To promote a safe environment for our residents, students, staff and visitors by controlling access to the buildings.

**Entities Affected by this Policy**

This policy applies to all units of the University and contractors, alumni, guests and visitors.

**Related Documents**

Roosevelt University Campus Safety policy and procedure CS – 233 and CS – 226.

Approved by:

Miroslava Mejia-Krug
Senior Vice-President of Finance and Administration/CFO

Date: 5/16/14