



RU Policy No. 9.2

Responsible Division: Finance and Administration/CFO (Campus Safety & Transportation)

Originally Issued: 08/2017

Last Revised: 12/2023

Revised Effective Date: 12/2023

Auditorium and Wabash Building Access Policy

Policy Statement

In recognition of Roosevelt University's responsibility for the safety of all members of its community, the purpose of this policy is to provide adequate access control in the Auditorium Building and the Wabash Building.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer. Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, staff, or retirees with emeriti status), but shall not include contractors and volunteers.

Policy

All students and Employees shall receive and carry a Roosevelt photo identification card ("RU ID card"). The RU ID card is the University's property, must be carried at all times, and is non-transferrable. The RU ID card must be presented upon request by any Employee and must be surrendered upon demand by an authorized University official. If the RU ID card becomes lost or stolen, the student or Employee shall immediately report the missing card to Campus Safety so that the card can be deactivated and reissued, if appropriate.

Roosevelt University is a closed campus. To access the Auditorium Building (located at 430 S. Michigan Avenue, Chicago, IL) and the Wabash Building (located at 425 S. Wabash Avenue, Chicago, IL) (collectively, the "RU Buildings"), all Roosevelt University students and Employees shall use their RU ID card and shall pass through security access turnstiles located in the lobby entrances of the RU Buildings. To access the RU Buildings, all other visitors (including contractors, volunteers, and guests) shall present a photo identification card to the campus safety officer on duty in the lobby of the building and shall inform the campus safety officer of the floor to which they are requesting access. Elevator access for large equipment or other large moves must be approved in advance by CFO or designee. If the visitor is requesting access to the Wabash Building at Floor 14 or above, the visitor will surrender their photo identification card to the campus security officer. Once the campus safety officer authorizes the visitor to enter the building, will receive a one-day

building guest pass. The visitor shall carry the guest pass at all times during their visit, and must present it to any Employee upon request. The visitor shall surrender the guest pass and shall receive their photo identification card at the end of their visit before leaving the building.

No person shall access the RU Buildings except for students, authorized visitors, and Employees. A student or Employee is "authorized" when they have a current and functioning RU ID card due to their relationship to the University; a student or Employee is no longer authorized when the RU ID card has been deactivated and/or the student or Employee's relationship with the University has been terminated and they are not otherwise authorized to be present as a visitor. A visitor is "authorized" when Campus Safety has approved the person for access to the RU Buildings as provided above. No person shall provide access to the RU Buildings to any person who does not have authorized access. A student or Employee who receives an authorized visitor shall accompany that guest at all times during their visit.

A student who violates this Policy is also in violation of the Student Code of Conduct. A visitor who violates this policy shall be subject to such procedures as are necessary to prevent such conduct from recurring, up to and including severance of the member's relationship with Roosevelt and being banned from its campuses. An Employee who violates this policy shall be subject to disciplinary action up to and including termination of employment in accordance with procedures applicable to such Employee. The University reserves the right to contact the police or other authorities and to pursue any other remedies that the University deems necessary and appropriate in the particular situation.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

Any procedures adopted as authorized and approved by the Divisions below.

Revision and Implementation

The Vice President of Finance and Administration shall have the authority to revise this Policy, subject to the approval of the President's Executive Council.

The following shall have the authority to establish any procedures necessary to implement this Policy:

- The Vice President of Finance and Administration (or authorized designee);
- The Vice President and Chief of Staff;
- The Vice Provost for Student Affairs and Dean of Students (or authorized designee)