

POLICY NAME FACILITY ACCESS

POLICY NUMBER 2.5.4

CATEGORIES

DATE PROPOSED: 4/15/2019

DATE OF VOTE: 4/17/2019

ACCEPT (Y/N): Y

Employees shall restrict their use of the Ice Sports Center (ISC) to the hours that the building is open, unless otherwise permitted by the Senior Facility Manager (SFM) or his/her designee. If access to the ISC is needed outside of regular hours, written permission must be obtained from the SFM or his designee.

Employees under the age of 21 are not to be in, or have access to, the facility before or after normal facility operating hours unless a facility supervisor or manager over the age of 21 is also present.

The SFM distributes keys and no duplicates can be made except under his/her direction. If a key is lost, it must be reported to the SFM immediately.

The SFM shall keep a formal record of all ISC keys and the individuals to whom they have been given.