

Rules Regarding Building Hours and Access

The Department of Public Safety has established rules regarding building hours and access to ensure building security, provide optimal safety for building occupants, and protect the assets of the University as outlined in the University of Rhode Island Board of Trustees Regulations Regarding Use of University Property

The University of Rhode Island takes seriously its responsibility to provide faculty, staff, students, and University visitors with safe facilities, and the control of building access is paramount to meeting this responsibility.

While the Department of Public Safety has developed rules regarding building hours and access, individuals accessing University buildings must also take responsibility for their own safety by following any relevant building or site-specific requirements (e.g., for access and the use of specific labs or workspaces).

1. Applicability

All users of University Property

2. Definitions

Administrative Building: A facility primarily used for non-academic functions, including offices for administrative staff, faculty support services, human resources, finance, admissions, and other operational units that support the overall management and governance of the University.

Academic Building: A facility dedicated to supporting the University's educational mission, including classrooms, lecture halls, faculty offices, laboratories, libraries, and other spaces designed for teaching, learning, and research activities. These buildings primarily serve students, faculty, and academic staff.

University Property. Property belonging to the State of Rhode Island and held in trust by the University of Rhode Island Board of Trustees; property held by the University of Rhode Island or any of its component units in its own name; and property owned by third parties but assigned to, occupied by, or managed by the University or any of its component units.

Building Manager: A designated individual responsible for overseeing the day-to-day operations, maintenance, safety, and security of a specific building or set of buildings. Building Managers coordinate repairs, manage access control, and serve as the primary contact for occupants and service providers.

3. Scope

These rules shall apply to Administrative and Academic Buildings only.

Access control of residence halls shall be managed by the Department of Housing and Residential Life. Please refer to the HRL Policies and Handbook for these policies: <https://web.uri.edu/housing/housing-and-residential-life-community-policies-addendum/>.

Certain programs have been given the responsibility for managing their specific facilities (including but not limited to Athletics, Housing and Residential Life, Campus Recreation) and these programs may have their own written guidelines for building access, though these specific guidelines must meet the requirements of these Public Safety rules and must be approved by the department or unit head responsible for that building.

4. Regular Building Hours

Unless otherwise stated, building hours are as follows:

Administrative Buildings

- Weekdays (Monday through Friday): 8 a.m. to 4:30 p.m.
- Weekends: Closed

Academic Buildings

- Weekdays (Monday through Friday): 6 a.m. to 10 p.m.
- Weekends: Closed

Generally, buildings will be closed on University holidays and when the University is closed due to weather or other emergencies.

After-Hours Building Access

Access to Administrative and Academic Buildings outside of posted building hours is limited to persons with a bona fide business or educational purpose at that location and nothing in these rules shall be used to exclude such persons from these locations at any time (barring emergency closures).

As a general practice University Police will not provide after-hours access.

Faculty and staff (including graduate assistants) who are issued keys or electronic access may enter facilities at their discretion. Other individuals who have been issued keys may enter facilities based on the parameters of their identified responsibilities. Individuals in buildings after hours may be asked to show their University identification.

Individuals authorized to be in University buildings after hours are authorized only for specifically designated areas and are not allowed free access to all areas of the building. Individuals should also follow all site-specific requirements (i.e., for specific labs or workspaces).

Department heads are responsible for making sure that faculty, staff, and students are aware of standard operating hours and any guidelines for specialized areas within their Department building(s).

Requests for permanent changes to standard operating hours should be submitted to the appropriate dean or vice president. Requests for temporary exceptions to standard operating hours should be submitted to the point of contact identified for the specific building.

Lost, stolen, or missing keys should be reported to the department head immediately.

5. Special Events and Exceptions

Special events, weekend classes or other events that occur outside these hours are allowed, provided they have been approved by the relevant supervisor, building manager, University Events, Conference Services, or other appropriate authorizing body and with advance notice to both Facilities Operations and University Police (to ensure proper heating, cooling ventilation, and the appropriate schedule for locking/unlocking the facility). Normal building hours may be extended or shortened for large scale (e.g., Commencement) or other special events. Any request for an exception or variance of normal building hours due to special events shall be requested through Public Safety.

6. Securing Buildings

All buildings with electronic automatic locks shall be programmed to secure the building at the specified “closed” time and to open the building at the specified “open” time. Buildings with traditional keyed or “non-automatic” locks shall be secured by the building’s housekeeper, building manager, or Public Safety (as required).

Facilitation and maintenance of electronic automatic locks shall be managed by Facilities Operations.

7. Prohibited Actions

No locks may be installed on a University building or Property without approval from Facilities Operations. Locks installed without approval will be removed at the department’s expense.

Loaning a physical key or electronic access card to another individual; obtaining and issuing a physical key or electronic access card without authorization; or duplicating or attempting to duplicate physical keys or electronic access cards is prohibited.

Damaging, tampering, vandalizing, altering, or modifying University access devices, hardware, locks, or other access mechanisms; installing or causing to be installed an unauthorized locking mechanism on University spaces (e.g., offices, labs, etc.); propping doors open to avoid the use of access devices; or admitting unauthorized persons into a building is prohibited.

8. Enforcement

Violations of these rules may lead to appropriate disciplinary measures depending upon the circumstances of the incident. The University Police Department may impose appropriate penalties on third parties for unauthorized access and violations of this regulation including, but not limited to fees for violation of these rules, issuance of no trespass orders, or arrest if in violation of any state statute.