



2024 Visitor Policy and Guidelines

Date of Last Revision: September 6, 2024

Purpose: The visitor policy outlined below is designed to ensure the safety, security, and smooth functioning of Brooklyn Law School while providing a welcoming environment for guests, including prospective students, alumni, professional colleagues, and community members.

General Guidelines:

- a. Visitors must comply with all applicable laws, regulations, and policies of Brooklyn Law School.
- b. Visitors are required to conduct themselves in a respectful and professional manner at all times.
- c. Visitors must sign in with lobby security and should be directed or escorted by their designated host or BLS personnel upon arrival.

Authorized Visitors:

a. **Prospective Students:** Prospective students are welcome to visit Brooklyn Law School by invitation and appointment. Please schedule your visit in advance through the Admissions Office. The Admissions Office email address is visitbls@brooklaw.edu. As coordinated by Admissions officers, prospective students are welcome and encouraged to attend information sessions, campus tours, and scheduled meetings with faculty or staff.

b. **Alumni:** Alumni are permitted to use the library during circulation desk hours with the exception of spring and fall reading and exam periods, and summer bar exam study periods. Alumni are also encouraged to visit Brooklyn Law School and engage with the community, however, any arrangements to visit except library use must be coordinated in advance with the Office of Alumni Engagement or relevant department to facilitate any necessary arrangements. The Office of Alumni Engagement email address is alumni@brooklaw.edu.

c. **Professional Colleagues:** Visitors from other academic institutions, legal organizations, or professional associations are permitted with prior invitation and approval.

d. **Invited Speakers and Guests:** Individuals invited to deliver lectures, participate in conferences, or engage in other official events at Brooklyn Law School are considered authorized visitors. The hosting department or organization is responsible for coordinating their visit and ensuring compliance with this policy.

Access and Identification:

- a. All visitors must sign in and obtain a visitor pass at the designated location upon arrival.
- b. Visitors must present valid identification, i.e., license, passport, or other form of photo identification.
- c. Visitors must adhere to any specific access restrictions or designated areas indicated by signage or Brooklyn Law School personnel.
- d. While Brooklyn Law School has lifted its COVID vaccination requirement, visitors should refrain from attending events or visiting the campus if you test positive for COVID or feel unwell. Consistent with current public health guidance, if you learn you have been in close contact with a person who tested

positive for Covid-19, you need not refrain from attending events or visiting the campus on that basis alone. We do ask, however, that you wear a mask whenever possible during the event or visit.

Safety and Security:

- a. Visitors are subject to reasonable security measures implemented by Brooklyn Law School, such as bag checks, to ensure the safety of the community.
- b. Unattended bags, packages, or suspicious items should be reported to Brooklyn Law School personnel immediately.
- c. Any emergencies or security concerns should be reported to Brooklyn Law School security or appropriate authorities.
- d. Weapons of any kind are strictly prohibited on campus premises, including firearms, knives, pepper sprays, or any other potentially harmful objects.

Conduct and Privacy:

- a. Visitors must respect the rights, privacy, and dignity of others on Brooklyn Law School premises.
- b. Recording devices, including but not limited to cameras, audio recorders, or cell phones, may be used only with the explicit permission of Brooklyn Law School's Events Team.
- c. No person may disrupt the normal functioning of the Law School by interfering with its educational activities, processes, programs, or facilities, or interfering with the rights of others who wish to avail themselves of the law school's instructional, administrative, scholarly, or community services. Prohibited interference can include, but is not limited to: obstructing access to classrooms or other facilities; blocking doorways or entrances; making of excessive and unreasonable noise; creating encampments in common areas; or harassing, intimidating, or attempting to cause harm to students, faculty, administrators, staff, or visitors.
- d. Any form of unauthorized demonstration or protest on campus is strictly prohibited.

Parking and Transportation:

- a. Visitors should plan to park at any of the local parking garages. There is one under 205 State Street, Feil Hall (Boerum Place, LLC).
- b. Alternative transportation options, such as public transportation or rideshare services, are encouraged whenever possible.

Compliance and Enforcement:

- a. Failure to comply with this visitor policy may result in denial of entry, removal from the premises, prohibition from attending future Brooklyn Law School events, or other appropriate actions.
- b. Brooklyn Law School personnel and security staff are authorized to enforce this policy and take necessary measures to ensure compliance.

This visitor policy serves as a guideline, and Brooklyn Law School reserves the right to modify or revoke it at any time. Visitors are responsible for reviewing and abiding by the most up-to-date version of the policy.

By entering Brooklyn Law School premises, visitors acknowledge their acceptance of and agreement to comply with this visitor policy.

Please note that this visitor policy does not cover students, faculty, or staff, as separate policies and guidelines may govern their activities within Brooklyn Law School.