



## PROTOCOL FOR ACCESS TO 250 JORALEMON STREET

### Standard Access Procedures:

- All **students** are required to have a valid BLS ID card to enter. If the student does not have a valid ID, Public Safety will verify student status by using the Kantech System or Student Directory. Once student status is verified, the student will be asked to sign in.
- All **faculty and staff members** are required to have a valid BLS ID card to enter. If a member does not have his/her BLS ID card, Public Safety will verify by using the Kantech System.
- **All visitors are required to present a photo ID and be signed in. Visitors will be issued a Visitors' badge for entry.** Visitors can only enter the building under the following circumstances:
  - Visitors who come in with a student, faculty or staff member may enter the building after the visitor signs in. **The visitor must be with the BLS member at all times.**
  - Visitors who have an **appointment** to see a person or office may enter the building after the person or office is called and the visitor is given permission to come in.
  - **Person's without appointments must be signed in, announced and escorted in and out of the building. These visitors must be in the company of the host at all times, for example, people who request information from the Admissions Office.**
  - **Vendors** must sign in and be announced.
  - Visitors who come to use the **BLS library** in accordance with the library's existing policy. Contact the Circulation Desk (X973) or Kathleen Darvil (X544) if you have a question or concern.
  - **Alumni** will be permitted to enter the building after signing in whenever we are able to identify the person as a BLS graduate, **whether or not the person has an Alumni card.** **The Student Directory on BLS Connect will be used for verification.**

### Event Access Procedures:

Small Groups and Events (a small group is less than 50 people) - For small groups and events, Public Safety requires a guest list and permits entry to persons on the guest list after presenting photo ID.

Large Groups and Events (a large group is more than 50 people) - Public Safety will have the turnstile closest to the student lounge open to allow participants into the lounge where guests are signed in and are given a name tag or other credential to allow them access to the elevator. The host/organizer will be required to have their own staff for sign in and to make sure that participants have the proper credentials to enter the building (under the supervision of a BLS Public Safety Officer).

For events that are open to the community, sign in will be required.