



PROTOCOL FOR ACCESS TO 111 LIVINGSTON STREET

Hours of Operation: Monday through Friday 7 AM – 11 PM, Saturday/Sunday 10 AM – 6 PM

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 at the Public Safety desk located on the 20th floor. 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 has been signed in. **The visitor must be with the BLS member at all times.**
 - Visitors who have an **appointment** to see a particular person or office must sign in and may enter the building after the person or office is called and the visitor is given permission to enter.
 - **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, individuals requesting information from Registrar, Financial Aid, Institutional Advancement, etc.**
 - **Vendors** must be announced and must be signed in at the Public Safety desk.
 - **Alumni** who have an **appointment** to see a particular person or office must sign in and may enter the building after the person or office is called and the visitor is given permission to enter. Alumni without an appointment must be signed in, announced and escorted in and out of the building. Contact the Office of Institutional Advancement for assistance, if needed.
 - **Access to the Clinic Office can only be obtained via the Public Safety desk on the 20th floor.** Clients attending Clinic meetings must present photo ID and must be signed in. Any minors entering the building must be signed in. Clients must be with the BLS member at all times.

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 a photo ID.