

Bourns College of Engineering Space Use Policy

This Policy applies to all BCOE building occupants and guests. All rules and regulations as stated in University Student Policies and Regulations (www.conduct.ucr.edu) and Business and Administrative Policies and Procedures (<http://fboapps.ucr.edu/policies/>) are incorporated into this Policy. Non-compliance with this Space Use Policy may result in access being revoked and referral for disciplinary action and as applicable, referral to the Student Conduct and Academic Integrity Programs for disciplinary action.

TRESPASS

Trespassing includes unauthorized entrance into BCOE buildings, rooms, or normally locked or restricted common areas without BCOE permission, including but not limited to suite areas, laboratories, and offices. Trespass into restricted access areas is prohibited, including but not limited to: locked buildings/space, offices, behind Department desks, maintenance closets, mechanical and electrical rooms, data closets, loading docks, dumpsters, attic/roof access doors, rooftops, ledges, seismic bracing, fire escapes, attic space, emergency exits, construction areas, and areas marked or known to be restricted access.

VANDALISM OR DAMAGE OF PROPERTY

Vandalism, damage, or destruction of University or personal property including that which results from trespassing in BCOE space is not permitted. Bills for the total cost of replacement or repair may be assessed to the individual found responsible. Charges for damage or additional clean up not readily assessable to a particular individual may be assessed to the Department.

DOORS, LOCKS

Altering/Tampering – Altering or tampering with doors, doorjamb, door closures, doorknobs, and locking mechanisms is prohibited. Installation of any additional door locking mechanism (e.g., deadbolt, latch, chain, etc.) is prohibited.

Removal – Removing doors is prohibited.

SECURITY

All persons are prohibited from using or attempting to use items other than a duly-authorized University issued key or access card to unlock doors and gain entry into BCOE spaces. Persons are prohibited from bolting, blocking, or propping open room or hallway doors, or leaving space unlocked and unattended. Persons are prohibited from opening or holding open doors for unauthorized persons or unescorted guests.

MISUSE

Use of BCOE space for purposes other than that which it is assigned, approved, or intended is prohibited. Persons with space reservations are given priority for that space. Substituting BCOE space for scheduled course space is prohibited.