

POLICY TITLE: Visitor and Guest Access to CHM-Flint Building	MICHIGAN STATE UNIVERSITY	College of Human Medicine
Category & Number: SS/FLINT-1	Last Revised Date:	
Effective Date: 10-1-15	Revision Number:	
Responsible Party: Sr. Associate Dean – Finance and Planning	Page 1 of 2	
Persons Affected: CHM Students, Faculty, Staff and Building Visitors		

1.0 Policy/Purpose:

The College of Human Medicine endeavors to provide facilities that support the needs of our faculty, staff and students in a manner that allows needed access for university business, balances applicable safety standards, and in accordance with state and federal law and university policies including the Clery Act.

Invited guests and visitors to our facilities are important to building professional relationships and collaborations. Similarly, as students spend many hours studying in our facilities, we seek to provide a mechanism whereby an invited family member, friend or colleague can periodically join a student on a study break.

In order to access the facility and to promote safety, a valid and activated MSU-CHM ID is required. CHM faculty, staff and students are expected to have their MSU ID visible on their person at all times.

It is expected that CHM faculty, staff and students will greet their guests at the security desk. Guests must remain in the company of their MSU Host, be observant of quiet spaces, and conduct themselves in a manner that allows others to study without distraction. Instances of guests causing distraction will be referred to the community assistant dean.

After business hours, guests and visitors of the CHM host will be required to present an appropriate form of identification to the security staff. The security staff will log identification and anticipated room use in order to minimize risk and to facilitate quick action should an emergency occur.

Tours of the facility and use of the facility for events outside of M1-M4 (medical student) instruction should be prearranged at least 48 hours prior with the FJB Operations Manager. (Refer to FJB: Licensing/leasing of space for special events.)

2.0 Definitions:

2.1 Clery Act: Federal legislation that requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

2.2 Business Hours: Monday – Friday, 8am – 5pm

2.3 CHM host: CHM faculty, staff or student who invites guests or visitors to the building and assumes responsibility for them while they are in the building.

2.4 Tours: hosting three or more guests in a walkthrough of the facility *beyond* the first floor shared student spaces. Tours on floors other than first floor student shared spaces must be coordinated with the FJB Operations Manager at least 24 hours in advance.

3.0 Procedures:

During Business Hours Monday – Friday, 8:00am-5:00pm

3.1 CHM host: Instruct guests and visitors to present at the main building entrance on the east side of the building opposite the Farmer’s Market. Provide visitor parking information and notify the security desk of the pending arrival of your visitors.

3.2 Security staff: welcome guests and visitors in the main entrance corridor near the security desk.

3.2.1 Escort scheduled guests or visitors to their meeting area whenever possible.

3.2.2 For non-scheduled guests or visitors, ask who they are visiting, contact that person, and ask them to greet the guest at the security desk.

After Business Hours and on weekends

3.3 Guests and their CHM host: check in at the security desk and provide an appropriate form of identification. CHM faculty and staff must present valid MSU ID; guests or visitors must present appropriate pictured ID.

3.4 Security staff: enter guest or visitor identification and visitor location onto the log sheet.

3.5 Security staff: as part of periodic safety and security rounds, make inquiries as appropriate of persons without visible form of identification in order to confirm legitimate presence in the building.

4.0 Revision History

Revision #	Effective Date	Reviser	Description
1.0			Original