

Building Nightly Closure
November 29, 2007

To ensure the safety of the building and its patrons the EMU and ASUO are asking all programs and tenants to leave when the building is closed. The below steps outline the process to be taken for enforcing this change.

1. Night Managers will be responsible for asking people to leave offices and public space at the time of nightly building closure.
2. The below programs/departments will be allowed in the building after posted building hours:
 - a. Department of Public Safety
 - b. Designated Driver Shuttle
 - c. Assault Prevention Shuttle
 - d. KWVA Radio
 - e. Oregon Daily Emerald
 - f. ASUO Executive, PFC and ASUO Senate
 - g. EMU Custodial/Maintenance Department
 - h. EMU Event Services Department
3. Exceptions to this policy must be requested by all other programs and departments. These requests will be handled as follows:
 - a. ASUO Programs will contact the ASUO Programs Administrator via email at least 2 days prior to the day they would like to stay past posted building hours. This email should include the day requested to stay late and a list of people who will be in the building during this time. The ASUO Programs Administrator will then forward their response to the Night Manager, Scheduling Manager and Custodial Services Manager via email. Special Note: The Commentator, Oregon Voice and Insurgent will both be required to coordinate with the ASUO Programs Administrator to stay after building hours.
 - b. EMU Tenants will contact the Night Manager via email at least 2 days prior to the day they would like to stay past posted building hours.
 - c. Exceptions will be handled on a case by case basis.
4. Any person with an external building key will be allowed to be in the building past posted hours. Any person with an office key, with no external building key, will be asked to leave the building after posted building hours.
5. Any program or department present after building hours should wear a name tag or otherwise identify themselves, if possible.
6. If a group is unwilling to leave the building at closing time, and does not have an exception, the Night Manager will contact DPS to have the group escorted out. Any incidents will be reported in the Night Manager report with a separate email to the ASUO Programs Administrator if the group is an ASUO Program.

For questions or concerns please feel free to contact Jessi Steward at 346-4360 email steward@uoregon.edu.