

HAYWOOD COMMUNITY COLLEGE	GENERAL POLICIES COLLEGE OPERATING HOURS	Policy No. 3.1
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All HCC campus locations are open to faculty, staff, students, and visitors during hours designated by the president.

The campus gate will be locked at all other times unless prior written permission is granted by the President or designee.

Access to the College Arboretum (grounds) may be extended at the discretion of the President or designee. Access to facilities outside of the normal operating hours would follow the current operating hours procedures for access.

Facilities are available for public use in accordance with State law under short-term (less than three months) and long-term (three months to twelve month) agreements. College sponsored events shall take priority over other scheduled events. Board of Trustee approval must be obtained prior to granting use of College facilities which are greater than three months. The College does not discriminate when allowing use of College facilities.

Facilities are also available as per Senate Bill 565 which authorizes limited use of college facilities by private business enterprises that loan, or donate instructional equipment to the College.

Supervision by College employees is required for student access to classrooms and computer labs outside of the hours of 8:00 a.m. to 4:00 p.m. Between the hours of 8:00 a.m. and 4:00 p.m., the college may make some rooms available for students to occupy for educational purposes. No student or third parties will be allowed to use the labs and shops without supervision.

While on College premises, all persons are expected and required to obey all federal, state, and local laws and ordinances, as well as College procedures governing appropriate conduct as determined by the College. Persons in violation of the above will be subject to any action deemed appropriate by the responsible authority.

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Effective Friday, June 12, 1992, Amended Monday, March 2, 2015