

### **80-20 Campus Access and Personal Visits (Portales)**

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1. **Purpose.** The purpose of this policy and procedures is to set forth the manner in which Eastern New Mexico University - Portales (the University) restricts and regulates access and personal visits by children and others to some of its property and facilities.
2. **Policy.** In order to establish an appropriate educational and residential environment, the University reserves the right to restrict and regulate access to certain property and facilities when necessary for the safety and the protection of the University employees, students and assets. While the University welcomes visitors and family members of its students and staff on campus, it also recognizes its obligation to provide a safe and professional work environment.
  - A. Academic spaces are generally limited to use for educational purposes only. This includes, but is not limited to, the Golden Student Success Center, other libraries and museums located on campus, as well as computer labs and pods on campus.
  - B. Any building, adjacent grounds or exterior facilities that serve as a residence for students are restricted to assigned residents of that building, their guests, and appropriate University employees.
  - C. While some University facilities and grounds are available to the general public, group activities must be scheduled and authorized, and facilities/grounds must be used according to University rules and regulations, as posted on the ENMU web site and in the ENMU policy manual.
  - D. Persons under the age of 18 who are not University students must be accompanied and supervised by a parent, legal guardian, teacher, coach, event sponsor or event facilitator at all times while on ENMU property. This includes, but is not limited to the ENMU Campus Union Building, the ENMU Greyhound Arena, its exterior property, the Natatorium or other recreational facilities. ENMU reserves the right to limit access to minors to facilities that may pose a safety hazard to people under 18 years of age. The provisions of this section do not apply to dual enrollment students of ENMU or emancipated juveniles.

The foregoing purpose and policy shall be implemented by the following.

### **Procedures**

3. **Administration.** All area executive administrators shall be responsible for insuring that an effective work place is maintained and that employees follow the policy regarding campus access and visitors. Any member of the University administration or employee assigned to the management of a building, program in question, or dean, director or vice president or their designee or the Department of Public Safety shall assist with the administration of this policy.
4. **Procedures.** With the supervisor's permission, children may be present in the employee's office on days of unscheduled school closings, unavailability of babysitters due to emergency and similar unexpected occasions. Such occurrences should be rare. Because extended visits in the workplace by personal visitors distract employees and fellow workers from their official responsibilities, visits by friends, children and other relatives at an employee's work site shall be limited to casual visits of short duration.

5. **Supervision and Access.** No individual(s), except for those contracted to reside on campus, shall temporarily or permanently remain overnight on University property, or live on University property, including but not limited to, in motor vehicles, or in temporary or permanent structures, without the specific prior approval of the vice president for Student Affairs (or designee). Members of the campus community, as well as visitors, are expected to behave in ways that do not interfere with the rights of others to pursue an education, student residential living and/or the mission of the University.
  - A. Any visitors to campus taking part in programs, attending special events or visiting an employee on campus are expected to abide by the building or department rules, regulations and/or directives established by the program, event sponsors or any University official.
  - B. The University does not intend this policy to discourage the presence of friends, children or other family members on campus for brief, personal visits to employees or students, but only to ensure that these visits are safe do not impede the day-to-day business of the University.
6. **Sanctions.** Failure to comply with this policy could subject the individual to warning and removal from the campus or (for students, faculty or staff) disciplinary action consistent with University policy.
7. **Appeals.** Contested administrative actions unrelated to criminal trespass warnings may be appealed.
8. **Exceptions.** The Golden Student Success Center (University library) may be made available to individuals who are under 18 years of age, but at least 15 years of age during hours when the facility is open to the public provided that the individual possesses a valid and current state issued identification card or drivers license.
9. **Liability.** The University shall not be responsible for the safety or property of visitors and provides no insurance for them.

Approved by Board of Regents, December 12, 2013.

Amendments approved by the Board of Regents on May 8, 2020.