After Hours Access for Tenants to the Student Union

In an effort to continue to focus on the safety and welfare of our students, it is the policy of the Student Union that students should not be in the Student Union if a qualified FAU staff member is present. Students can be in the building before the building opens / after the building closes if one of the two following staffing requirements is met:

- The student is accompanied by a full-time staff member of an FAU Department and/or office or accompanied by a recognized staff FAU advisor for the department and/or office.
- If one of the above cannot be secured, students may stay in the building after hours if a Student Union staff member is scheduled to work during that time and they have submitted a request to stay in the building. The criteria for this is as follows:
  i. Requests to stay in the building before / afterhours must be made a week in advance. This can be done by e-mailing the Associate Director for Events and Operations. Be sure to include in the e-mail request the following information:
     o Student’s name
     o Department / office
     o How late the student is requesting to stay
  ii. The cost to retain a building manager for early / afterhours is $16.00 per hour
  iii. Requesting a building manager does not guarantee that a staff member will be available.

In order to be a qualified building administrator, the person must within a reasonable amount of time receive the following training:
- Union specific training by the Coordinator of operations and Facilities Supervisor
- E H & S training in the following areas:
  i. Fire prevention and emergency evacuation
  ii. Fire safety for building managers
  iii. Fire safety and crowd management

Access List for the Student Union Building

No students are allowed access into any locked office without being on the access list. If a student’s name is not on any access list, located at the admin desk in room 203, they will not be allowed access to the room. To be placed on the access list please have the Professional Staff member in charge of the office contact the Director of the Student Union with the name of the employee/member.