

 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
OP.422		Vice President Finance and Administration	
Policy Name			
Facilities Access Policy			
Approved by	Replaces		Category
SLC	E.403 Facilities Access Policy, After Hours Access: Employees E.408 Facilities Access Policy, After Hours Access: Students		Safety and Emergency Services
Next Review	2028		
Date Issued	Date Revised	Date in effect	Related Policies
April 2, 2025	June 27, 2025	June 27, 2025	

1. PURPOSE

- 1.1 The purpose of this policy is to regulate access to Capilano University (the “University”) Property or Premises during and after regular business hours.
- 1.2 This policy establishes guidelines for authorized after-hours access and outlines procedures for enforcing Trespassing regulations both during and after operating hours.
- 1.3 This policy is designed to enable the enforcement of appropriate access protocols to protect the University community and the integrity of University Property and Premises.
- 1.4 All individuals accessing University Property or Premises are required to adhere to this policy.

2. DEFINITIONS

“Administrator” an employee who is excluded from or not represented by a union by reason of working in a managerial role. This includes, but is not limited to Deans, Associate Vice Presidents, University Librarian, Directors, Managers, HR Business Partners and any other equivalent positions."

“Employee” any person employed by the University.

“Student” an individual enrolled in any course (credit or non-credit) at the University.

“Trespass” being found on/in University Property or Premises without the consent of the University; remaining on the property after being asked to leave; engaging in activity on/in the premises after receiving notice that the activity is prohibited; disobeying signs or verbal instructions from the University; or, doing something on the property that is prohibited.

“University Event” a University-sanctioned gathering on or off campus. “Sanctioned” means that the event has been organized by an authorized University employee in the course of their duties.

“University Premises or Property” any University owned or rented/leased lands, facilities, or conveyance, including on-line forum.

“University Related Activity” includes activities or events conducted under the authority of the University at any location, on or off campus. All activities on the University’s campuses are University-related unless they are conducted under the control of a person, organization, association or group that is separate from the University.

“Visitor or Guest” non-University community members (including alumni and donors) visiting any University Property or Premises or participating in a University-Event.

3. SCOPE

- 3.1 This policy applies to all Capilano University Property and Premises and applies to all Employees, Students, contractors and subcontractors, Visitors or Guests, and other individuals seeking access to University Property or Premises.
- 3.2 This policy is not intended to prevent access to university property or premises for peaceful purposes in line with the University’s purpose and values.
- 3.3 This policy does not apply to
 - a) the Ts’zil Learning Centre or any other area outside of the University’s control
 - b) Student Housing. Access to Student housing is managed by the Residence Life Team. Access rules for Students who live in a University residence and their Visitors or Guests are set out in the applicable Residence Students Handbook.

4. POLICY STATEMENT

After-hours Access

- 4.1 Access to buildings, offices, and other University spaces will be restricted outside of normal operating hours, on weekends, and during statutory holidays.
- 4.2 After-hours access to University Property or Premises is limited to individuals with prior authorization by a University Administrator or in a lease or rental agreement, including:
 - a) Members of the University community with valid identification and University-issued access credentials.
 - b) Contractors and service providers with scheduled work orders and prior approval from the appropriate department.

- c) Visitors or Guests with advance permission from a University department, faculty member, or University Event organizer.
 - d) Employees and/or clients of University leaseholders if after hours access is expressly permitted in the lease agreement.
 - e) Event organizers or attendees if expressly permitted in a rental or other University approved agreement.
- 4.3 Authorization must be given prior to arrival by the appropriate Administrator and managed through University security.
- 4.4 University security will monitor all after-hours access points and conduct regular patrols of University Property or Premises.
- 4.5 Individuals attempting to enter after-hours without appropriate authorization and identification may be questioned and asked to leave.
- 4.6 All Individuals will be subject to the following processes to enter University Property or Premises outside of operating business hours:
- a) All individuals must be sponsored by a faculty member, department, or event organizer. The sponsoring party must ensure that the Visitor or Guest's name and contact information are provided to University security at least 24 hours before the visit.
 - b) All individuals must present valid University identification, Driver's License, BCID, or other appropriate documentation to University security.
 - c) If access is granted, individuals will be logged by University security.
 - d) University security may open doors and/or issue access cards or keys based on the nature of the authorization and work to be done.

Identification

- 4.7 The University issues identification cards (also known as the CapCard) to all Students and Employees. All physical and virtual CapCards are the property of the University.
- 4.8 University security may ask to see identification at any time, and it must be surrendered upon request.

Prohibitions and Trespass

- 4.9 Under the BC *Universities Act*, the University is considered private property.
- 4.10 The University reserves the right to identify prohibitions or restrictions to the use of University Property or Premises.

- 4.11 Individuals not conducting themselves in a peaceful manner and/or not consistent with identified prohibitions, may be asked to present their identification and/or be asked to leave the campus, property, or building; and, have their name(s) forwarded to the appropriate authority.
- 4.12 The behavioural expectations for Employees and Students are set out in University policies including B.701 Student Code of Conduct Policy, E.702 Students – Statement of Rights and Responsibility, B.506 Employee Standards of Conduct Policy, B.511 Discrimination Bullying and Harassment Policy, B.512 Human Rights, Diversity, Inclusion and Equity Policy and OP.420 Safety and Security Policy. Actions that contravene these policies should be considered as prohibited.
- 4.13 The behavioural expectations for individuals leasing, renting or entering into other agreements that include the right to access University Property or Premises are set out in the relevant University agreement. Actions that contravene these policies should be considered as prohibited.
- 4.14 Contractors and subcontractors and their employees, Visitors, Guests, and any other individuals accessing University Properties or Premises must conduct themselves in a way that is consistent with the University's commitment to a respectful, inclusive and safe environment. Behaviour that demeans, intimidates, harasses or otherwise harms others is prohibited. Acts of racism (including antisemitism) or other expressions of hate directed towards individuals or groups protected against Discrimination by the B.C. Human Rights Code is also prohibited.
- 4.15 The university also reserves the right to prohibit other activities on University Property and Premises conduct including but not limited to unleashed dogs, disruptions and loud noises, fires, dumping, camping, driver training, and Trespassing.
- 4.16 The university restricts access to a number of buildings and areas. Any attempt to enter restricted or secured areas without proper authorization is prohibited. This includes unauthorized use of access cards, keys, or other credentials.
- 4.17 Individuals are prohibited from loitering or remaining on University Property or Premises without a legitimate purpose or without the appropriate permission.
- 4.18 Any person found on University Property or Premises without valid authorization may be considered a Trespasser. In such cases, the following actions will be taken:
- a) The individual will be asked their name and address, which must be provided.
 - b) The individual will be informed that they are Trespassing and asked to leave immediately.
 - c) If the individual refuses to comply, University security will call local law enforcement.
 - d) If the individual is not an Employee or a Student, a Trespass Order may be issued, banning the individual from entering University Property or Premises for a specified period of time, or for all time.

- e) If the individual is an Employee their actions will be reported to their supervisor, manager, director/dean, or human resources advisor to be managed in line with B.506 Standards of Conduct Policy;
- 4.19 If the individual is a Student, the processes set out in B.701 Student Code of Conduct Policy and its supporting procedures will apply.

Events, Leases and Rental Agreements

- 4.20 Events on University Property and Premises are either University sanctioned or specifically permitted through a lease, rental or other University approved agreement with access for a specified purpose and time to a University venue such as a theatre, athletics facility, room or series of rooms, or outside space including parking lots.
- 4.21 Organizers of University Events, such as conferences, athletic events, theatre productions, or other activities must work with Safety and Security to develop appropriate event plans and protocols. Extended access may be granted to event organizers or event attendees. Event organizers must ensure security protocols are followed and that attendees are properly logged and monitored.
- 4.22 Individuals and groups leasing or renting University spaces or facilities must abide by the terms and conditions of the lease, rental or other University approved agreement, and any relevant local bylaws. Extended access may be afforded under the terms of the lease, rental or other University approved agreement.

5. DESIGNATED OFFICER

The Vice President, Finance and Administration, is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director of Safety and Emergency Services.

6. RELATED POLICIES AND GUIDANCE

- B.506 Employee Standards of Conduct Policy
- B.701 Student Code of Conduct Policy
- B.506 Employee Standards of Conduct Policy
- B.511 Discrimination Bullying and Harassment Policy,
- B.512 Human Rights, Diversity, Inclusion and Equity Policy
- B.701 Student Code of Conduct Policy,

OP.420 Safety and Security Policy

E.413 Space Rental

E.702 Students – Statement of Rights and Responsibility

7. REFERENCES

Freedom of Information and Protection of Privacy Act (FIPPA)

Universities Act [RSBC 1979]

Limitation Act [RSBC 1996]

Trespass Act [RSBC 2018]