GA 10. Campus Access Policy

Title:	**RHU Campus Access Policy**
Policy Number:	GA 10/9.2014
Effective Date:	September 1, 2014
Issuing Authority:	Administration

1. RATIONALE

The Campus Access Policy sets standards to maximize personal safety and to protect the University property and assets. It is the University Security Team responsibility to maintain security on campus and to control any misbehavior regarding campus access policy.

2. POLICY

2.1 Students are issued student IDs once registered at RHU. All students should disclose their IDs at main gate to be able to enter into university. RHU security team has the right to request the ID of any student on campus at any time, with or without reason. Students should report to student affairs office in case their IDs were lost. Students are only allowed to enter university during RHU regular working hours from 8:00 a.m. till 5:00 p.m. Any student wishing to enter the campus other than this time should get approval from Student Affairs Office. Students residing in dorms should abide by all the rules & regulations of Residence Policy.

2.2 Full-time faculty, part-time faculty, and staff members are issued University IDs upon employment and these IDs are deactivated upon resignation/termination of faculty member. HR Department authorizes issuing the faculty IDs as per the contracts signed during the Academic Year. Any lost ID by faculty or staff should be reported to HR Department for replacement. Faculty members are allowed to enter campus on weekends or after RHU working hours and Staff members are allowed to enter campus on weekends or after RHU working hours only after approval of their Direct Supervisor.

2.3 Visitors are allowed to enter University premises only after declaring the reason behind their visit and the person they are visiting if any. The security at the main gate should get all the necessary details and visitors should submit an official photo ID (e.g. passport, Lebanese ID, or driver's license at the main gate before entering RHU and they get it back upon leaving RHU Campus.

2.4 Alumni are issued Alumni IDs after filling Alumni application form at the Student Affairs and paying for the ID. Alumni are allowed to enter university during RHU regular working hours from 8:00 a.m. till 5:00 p.m. provided that Alumni ID is presented. Any alumni member wishing to enter the campus other than this time should get approval from Student Affairs Office.

2.5 During their presence at RHU campus all members are requested to preserve the campus environment and assets.

2.6 It is prohibited to bring pets, bicycles, skaters, or any other kind of leisure device to RHU campus.

2.7 All athletic activities to be performed at lower campus courts and student activities center should follow the courts rules and regulations.

2.8 Children below 10 years of age should always be accompanied by an adult while on campus.

2.9 Security team members should perform frequent campus safety tours to maintain safety of members.

2.10 University faculty and staff members are not allowed to contact security members to request any personal favors for them or their visitors; or to request the entrance of an un-eligible visitor.

2.11 All members entering the campus with their cars should abide by RHU Parking Policy such as car inspection.

3 STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of RHU members to familiarize themselves with policies and procedures relevant to their area of work or to the university and to adhere to its contents.

4 APPROVAL AND REVIEW

Approved by RHU Administrative Board on October 22, 2024