

## UNAUTHORIZED ACCESS

**Section:** Safety and Security

**Policy:** No student or staff member shall make unauthorized entry on or into any housing facility, building, office, attic or roof or other university housing managed or operated property.

**Purpose:** This policy requires all staff and residents to be within only their authorized areas.

**Scope:** This policy applies to all occupants, guests and staff.

**Procedure:**

- I. Upon employment, staff members are given keys and card access to the areas to which they should have access. Refer to the [Staff Access to Buildings policy \(https://housing.uga.edu/sa\\_docs/staff/policies\\_safesecure\\_staffaccess.pdf\)](https://housing.uga.edu/sa_docs/staff/policies_safesecure_staffaccess.pdf) for specific guidelines regarding building access.
- II. Students are authorized to be in the residential community of which they are assigned.
- III. Unless employed by University Housing, residents are not allowed access to restricted and non-residential areas in University Housing owned, operated or managed properties.
- IV. Individuals participating in a room change will have access as outlined in the [Room Changes policy \(https://housing.uga.edu/sa\\_docs/staff/policies\\_assignments\\_roomchange.pdf\)](https://housing.uga.edu/sa_docs/staff/policies_assignments_roomchange.pdf)
- V. Individuals who do not follow these guidelines will be documented and reviewed by University Housing staff.

Revised and approved by management team: April 27, 2021

Reviewed: March 16, 2018

Revised: April 2016