



Visitor Policy & Access to Campus Guidelines

Purpose

University of Liberal Arts Bangladesh (ULAB) is a welcoming and inclusive community. Its location, a vertical green campus in the heart of a vibrant urban environment, calls for a campus visitors policy and campus access guidelines that balances ease of access with practical and common-sense procedures to help protect students, faculty, employees, and guests. The safety and wellbeing of the ULAB community, including students, faculty, staff, and visitors are of paramount importance. Accordingly, this policy sets forth guidelines and expectations for behavior and conduct while on ULAB owned or controlled property.

Access to Campus:

All entrances to campus will remain open during normal business hours. After hours, entrances with gates will be closed and other entrances will be closely monitored or restricted. University owned or controlled property are:

1. Campus Buildings
2. Lobby
3. Auditorium
4. Library
5. Cricket and Football Ground
6. Basketball Ground
7. Cafeteria
8. Other Green places

Access to these places shall primarily be limited to students, employees and their visitors or guests for the purposes of study, work, teaching and conducting or attending other university business or activities. The University is a private institution and, as such, reserves the right to lawfully restrict or prohibit access to its owned or controlled property and to prohibit certain individuals from being present on its owned or controlled property at any time at its discretion.

All individuals – visitors and others – present on University owned or controlled property shall conduct themselves in accordance with the law, University policies, as well as in a manner that maintains a safe environment. Conduct including, but not limited to, intentional or negligent disruption of the operations of the University, excess noise, threats, harassment, hate speech, physical abuse, intimidation, endangerment to the health or safety of any person or property, or

unauthorized entry into, obstruction of, or occupation of any University owned or controlled property is prohibited and shall be deemed a violation of this policy.

If an individual engages in behavior or conduct that is inconsistent with this policy or any other University policy or that is otherwise inconsistent with the best interests of the University, the individual will be asked to refrain from such conduct and may be asked to vacate University owned or controlled property at once. Failure to adhere to this request may result in law enforcement being summoned to take appropriate action, including possible removal for trespassing.

University Members

University Members mean current students, faculty, staff and Trustee Board members will wear active **VALID ULAB ID** during accessing the campus. If anyone forgets to bring their University ID card a substitute ID should be collected from the University Front Desk.

Third party vendors/companies/emergency responders

All approved third party vendors/companies will be allowed to access the campus with proper clearance from the Administrative Office. Any third parties willing to work on campus overnight will have to submit **AFTER HOUR/OVER NIGHT WORK PERMISSION FORM** duly approved from the Administrative Office and let the Security Office know in advance with workers details. Administrative Office will provide a list of personnel to the Security Office who provides in house services such as cleaning and cafe operations. This list may be updated time to time. In case of first responders such as Police, Fire Service etc. will be allowed with valid reasons.

Delivery/Transportation services

All kind of food delivery/transportation services will be allowed with due coordination from Administrative Office. Guest vehicles will only be allowed till the **PICK AND DROP UP POINT** at the Parking Area. Guest who have Physical Disabilities can enter the main campus area will proper validation of the reason.

Prospective Students and Families

Prospective Students and their Families who are willing to have a campus tour will be scheduled through Admissions Office during normal business hours.

Library

Access to the Library is restricted to University's faculty, staff and students during normal business hours. Wearing a valid University ID is mandatory to get any library services.

Attending/participating games & sports

For attending/participating games & sports in Campus Area concerned games and sports clubs such as field sports, indoor sports etc. will have to get due permission from the **REGISTRAR**. A list of players names and details will be provided to Security Office in advance.

Family members of current students, faculty and staff

For visitors who are immediate family members of current students, faculty members and staffs, the concern person will have to inform the Security Office and/or the Registrar in advance. Campus access permission may be needed in case to case basis.

Affiliated schools and educational partners

For visitors/students from affiliated schools and educational partners concern departments/centers will have to get permission from the Registrar and inform the Security Office in advance

Alumnus

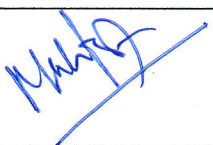
Alumnus entering to Campus Area must show their **ALUMNI ID** card or have to inform Security Office through Career Services & Student Affairs Office (**CSO/SAO**).

External Visitors

External visitors willing to attend meetings, conference and events must provide a list of guests through organizing departments and centers with full details of the event. For job interviews Human Resource Office will provide the list of visitors to Security Office to get campus access.

Visitors attending Student Club Events

All Students Clubs will provide a list of visitors to Security Office who are willing to attend any Club Event

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Prepared by		Approved by	