

# **BROOKLYN COLLEGE STUDENT CENTER**

## **Entrance/Security Policy**

### **I. Brooklyn College (BC):**

- All faculty, staff and students are required to present a valid Brooklyn College ID upon entering the Student Center.
- Alumni are required to present their alumni ID card, a picture ID\* may be requested by Security Officer on duty.

### **II. CUNY (NON BC)**

CUNY (Non-BC) faculty, staff and students are guests at the College and must adhere to the following procedures to gain entry into the Student Center:

- Must enter at the East Gate located on Campus Road & Amersfort Place.
- Must present valid CUNY ID.
- Present an additional acceptable picture ID \* *if* requested by Security Officer on duty
- Must be listed on a RSVP list or Guest List.
- Must sign and complete Guest Registry. A Visitors Pass will be issued if the above procedures are satisfied.

### **III. Guests Arriving for Administrative Purposes**

- Must be 18 years or older. All minors (under 18) are not allowed within the Brooklyn College Student Center without parental/guardian supervision. Minors must remain with authorized staff from respective organization.
- Must enter at the East Gate located on Campus Road & Amersfort Place
- Must present acceptable picture ID \*
- Present an additional acceptable picture ID \* *if* requested by Security Officer on Duty
- Must be listed on a Guest List.
- Must sign and complete Guest Registry. A Visitors Pass will be issued if the above procedures are satisfied.

### **IV. Guests Arriving for Student Club Hosted and External Events/Meetings**

- Must be 18 years or older. All minors (under 18) are not allowed within the Brooklyn College Student Center without parental/guardian supervision. Minors must remain with authorized staff from respective organization.
- Must enter at the East Gate located on Campus Road & Amersfort Place
- Must present acceptable picture ID \*
- Present an additional acceptable picture ID \**if* requested by Security Officer on Duty
- Must be listed on a RSVP list or Guest List.
- Must sign and complete Guest Registry. A Visitors Pass will be issued if the above procedures are satisfied.

\* Walk-in(s) “may” be permitted upon approval by Student Center Director or designee\*

**Brooklyn College Student Center Visitor pass is only valid for the Brooklyn College Student Center.**

**Visitor Pass must be worn and visible.**

**V. Minors**

- All minors (under 18) are not allowed within the Brooklyn College Student Center without parental/guardian supervision. Minors must remain with parental/guardian supervision at all times.
- Related College departments/entities such as BCA, STAR and College Now students are under the age of 18 and are not allowed in the Student Center without authorized staff from respective organization(s).

**Metal Detection May Be Used at Discretion of Brooklyn College Office of Public Safety.**

**Brooklyn College faculty, staff and students may enter at the West or East entrance. However, based on the amount and category of events scheduled; Student Center administration will determine gate of entry and staffing levels for events.**

**West Entrance is located on Campus Road/ East 27<sup>th</sup> Street.**

**East Gate entrance is located on Campus Road/ Amersfort Place.**

**\*ACCEPTABLE PICTURE ID is a government issued photo ID. Other forms of picture ID may be acceptable as determined by the Administration of the BC Student Center or Dept. of Public Safety.**