



<b>Policy Name:</b>	Mercy College Visitors Policy		
<b>Associated Form(s):</b>	N/A	<b>Policy Number:</b>	2018-5
<b>Reviewed:</b>	Non-Academic Policy Review Advisory Council	<b>Approved:</b>	10/19/18
<b>Approval Authority:</b>	President <i>Tim Hall</i>	<b>Adopted:</b>	<i>10/23/18</i>
<b>Responsible Executive(s):</b>	<ul style="list-style-type: none"> <li>• VP, Operations and Facilities</li> <li>• Provost</li> <li>• VP of Advancement</li> </ul>	<b>Revised:</b>	N/A
<b>Responsible Office(s):</b>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• Libraries</li> <li>• Office of Institutional Advancement</li> </ul>	<b>Contact(s):</b>	<ul style="list-style-type: none"> <li>• Facilities Director,</li> <li>• Libraries Director, and</li> <li>• Associate Director, Alumni Relations</li> </ul>

## I. Policy Statement

It is expected that all visitors to Mercy College campuses engage in courteous and respectful behavior towards others, and to property, while on campus, and to abide by all standards of behavior as it relates to all college uses and activities. This Policy sets forth the permitted uses and prohibited uses of College property on the part of all visitors to the College, whether they are here for purposes related or unrelated to the business operations of the College.

Mercy College allows access by the general public under a number of circumstances that are both related and unrelated to the business operations of the College. Actions unrelated to the business operations of the College include but are not limited to attending athletic events, walking through the campus for recreational purposes, accessing the College's book store, cafes, and using the tennis courts. Generally, the College will not interfere with use for these purposes. Nonetheless, the College reserves the right at all times to restrict visitors to the campus as it deems necessary.

All visitors to the campus and Mercy facilities, including visitors present for purposes relating to the business operations of the College, must be prepared to provide identification when asked by College officials and must comply with all College rules and regulations, including but not limited to the Vehicle Use Policy, the Parking Policy, the Sexual Misconduct Policy, etc. Mercy College students and employees who have invited guests on campus may be held responsible for the conduct of their guests. Visitors under eighteen (18) must be accompanied by an adult or a student at all times. Visitors may not attend any class without the prior approval of the course instructor. Residence hall students must refer to the Student Affairs handbook for rules and regulations relating to visitors to the Residence Halls.

## II. Prohibited Solicitation, Distribution of Literature, Commercial Activity and Postings

It is the policy of Mercy College to prohibit persons not employed by Mercy College to solicit or distribute literature, or to post flyers on campus at any time for any purpose, including but not limited to, the advertising, marketing, soliciting or merchandising of credit cards and/or financial services to students.

Employees and union representatives of the College who wish to engage in solicitation, distribution of literature, or post flyers on campus should refer to the Employee Solicitation Policy.

Students who wish to engage in solicitation, distribution of literature, or post flyers on campus must seek express written approval in advance from the Office of the Vice President of Student Affairs.

## III. Library Visitor Policy

The Mercy College Libraries primarily serve the teaching, research and scholarly activities of Mercy College students, faculty, administrators, staff and alumni. Visitors may utilize the Mercy College Libraries for research or educational purposes only. All visitors must present themselves to the Circulation Desk with a valid photo ID (driver's license, passport, etc.) and fill out a visitor form. Library computers cannot be accessed without a guest logon, and use of printers are limited at the discretion of the Director of Libraries or her/his designee. Visitors have no book or reserve textbook borrowing privileges and cannot utilize interlibrary loan.

The Library reserves the right to turn away solicitors or visitors who are not using the library for education or research purposes. Library resources cannot be used for recreational or commercial business purposes, and loitering is not permitted. Visitors who disrupt library patrons or use Library facilities for recreational or business purposes or who are loitering will be asked to leave. Children under eighteen (18) must be accompanied and supervised by an adult or a student at all times.

The Library will honor referrals from members of the WALDO Library consortium. Please call ahead to Circulation Desk for WALDO borrowing information prior to your visit.

#### IV. Other Facilities Uses

Generally, Mercy College facilities, which include but are not limited to sports fields, the gym, fields, classrooms, the Rotunda, the Lecture Hall, etc. cannot be utilized by visitors without permission from the appropriate College unit. Generally, use of these spaces will require a signed contract and a certificate of insurance. The tennis courts, while open to the public, are subject to the restrictions as set forth in the signage at the tennis courts. In addition, the courts cannot be used for commercial purposes except where approved by the VP for Operations and Facilities, or his/her designee, and with signed contract and proof of insurance.

#### V. Alumni Campus Access

Mercy College alumni are invited on all of Mercy College campuses for a number of purposes, such as meeting with career services, former faculty and staff by appointment, campus events and activities, use of the library. However, the following limitations shall apply to alumni:

- Use of any campus facility cannot be for commercial purposes unless approved by the appropriate College unit;
- Adherence to the Library Visitors Policy and facilities restrictions herein;
- Priority for the use of classrooms and computer labs and similar spaces is given to current students;
- Use of the Fitness Facilities in accordance with the membership requirements (<https://www.mercy.edu/alumni/hudson-hall-fitness-center-alumni-membership>);
- All alums must register for Alumni ID card and show ID where students are required to show ID, such as at the entrance of the Bronx, Manhattan and Yorktown Heights campuses. Registration for an Alumni ID can be obtained through the Office of Advancement

#### VI. Non-Compliance Penalties

Failure by visitors to adhere to this Policy could result in revocation of the right to be on any of Mercy's campuses, and in certain cases lead to immediate removal, and temporary or permanent ban on all campuses. In extreme cases, failure to adhere to immediate request of removal or ban on coming to Mercy campuses could result in notification to local law enforcement authorities for trespassing.