

UNIVERSITY OF PITTSBURGH PROCEDURE 04-01-05

CATEGORY: FACILITIES
SECTION: Control and Assignment
SUBJECT: Facility Passes
EFFECTIVE DATE: June 4, 1989
PAGE (S): 3

I. PURPOSE

To define the steps for requesting, issuing, and distributing University facility passes.

II. SCOPE

This procedure includes:

- The appropriate use of facility passes
- Collection of expired passes
- Confiscation of misused passes

III. ADMINISTRATIVE RESPONSIBILITIES

The Public Safety Office has overall responsibility for the administration of University facility passes.

The Regional Campus Security Office is responsible for the distribution of facility passes at the regional campuses.

IV. DEFINITION

Facility Pass Temporary permit issued to non-University personnel for access to approved University facilities for one event, for the duration of one program, or for security reasons.

V. PROCEDURE

A. Requesting Facility Passes

Campus, School,
Department or Program

1. File a request for facility passes two weeks prior to the specific need by memorandum to the Department of Public Safety, to include the following:
 - a. The reason the facility pass is needed
 - b. Program title
 - c. Program length
 - d. Program location
 - e. Sponsoring department and account number
 - f. Number of program participants
 - g. Name and address of each participant

- h. Name, address and telephone number of person to contact in the event of an emergency (required for each participant)

B. Issuing Facility Passes

Public Safety

1. Review and approve facility pass requests.
2. Coordinate access to buildings and University services as required.
3. Issue facility pass.

C. Recovery of Facility Passes Upon Termination From University Association

Campus, School,
Department or Program

1. Collect facility passes at the time of termination from University association.
2. Return the recovered facility passes to the Department of Public Safety.
3. Notify the Department of Public Safety of all facility passes that were not returned.

D. Confiscation of Facility Passes

Campus, School,
Department or Program

1. Confiscate facility passes under the following circumstances:
 - a. When presented by other than the individual to whom it was issued.
 - b. When the facility pass is inactive.
 - c. When it is determined that the facility pass is being used improperly.

E. Critique and Follow-up Regarding Events for which Facility Passes were Issued

At the conclusion of the scheduled event, upon recovery of Facility Passes, the Public Safety Department is interested in hearing from concerned individuals or groups who would object to future passes being issued to the same individual or organization. The objections must be based on cause, e.g., misuse of the facility pass; specific problems experienced at the event; violation of University policies regarding the use of University facilities.

Objecting Person

1. Forward, by letter, a list of objections, to the Director of Public Safety.

The letter must be signed by the objecting person(s).

Public Safety

2. Retain the objections as part of the administrative file, to be considered in any future requests for facility passes by the person or organization involved.

VI. REFERENCE

[Policy AO 19, Facility Passes](#) (formerly 04-01-05)