College of The Albemarle Policy

Policy Number: 2.1.1

Title: Visitors

Related Policy and Procedures: 2.1.1.2 Minors on Campus, 2.2.3 Facility Use, 2.2.3.1 Facility Use, 2.3.5 Campus Free Speech, Distribution of Material and Assembly, 2.3.5.1 Campus Free Speech, Distribution of Material and Assembly, Policy Code: 3.4.10 Volunteers

Division of Responsibility: Operations

College of The Albemarle welcomes visitors to its campuses and recognizes its role as a public institution serving students, employees, and the community. Visitors are expected to conduct themselves in a manner that supports the College's educational mission and maintains a safe, secure, and respectful environment.

For purposes of this policy, a visitor is any individual who is not acting in the capacity of an enrolled student, employee, approved volunteer, contractor, vendor, or other individual authorized to conduct official College business.

All visitors shall comply with applicable federal, state, and local laws, as well as College policies, procedures, and the lawful directions of College officials while on College property.

To promote the safety of the campus community and minimize disruption to College operations, the following requirements apply:

A. Visitor Check-In

Visitors conducting official College business are expected to report to the designated campus reception area or other authorized College office upon arrival, unless otherwise directed by the College. This requirement does not apply to individuals attending public events or activities for which other attendance procedures have been established.

B. Instructional Areas

Visitors may enter classrooms or other instructional areas only with the prior approval of the appropriate instructor or College official.

C. Restricted and Hazardous Areas

Visitors entering laboratories, shops, mechanical spaces, construction areas, or other restricted or potentially hazardous locations must be authorized and escorted by a College employee or other authorized representative.

D. Authorized Public Use of College Facilities and Campus Spaces

The College may authorize public use of its facilities and campus spaces when such use is consistent with the College's mission, does not interfere with instructional or operational activities, and complies with applicable College policies and administrative procedures.

Requests by individuals, organizations, or community groups to use College facilities or campus spaces must be submitted through the College's facility use process and approved by the appropriate College official prior to the use of the space.

E. Minors

Minor children visiting campus must remain under the direct supervision of a parent, guardian, or responsible adult unless participating in an approved College-sponsored program or activity.

F. Emergency Compliance

During emergencies or other campus incidents, visitors shall comply immediately with directions provided by College officials, Campus Security, emergency personnel, or law enforcement.

G. Removal from Campus

The President or designee may restrict or revoke an individual's access to College property when the individual:

Violates College policies or procedures;

Violates applicable law;

Disrupts educational activities or College operations;

Creates or threatens to create a safety or security risk;

Interferes with the rights of others to use College facilities; or

Refuses to comply with the lawful directions of College officials.

Individuals who fail to comply with a directive to leave College property may be subject to removal and enforcement of applicable North Carolina trespass laws.

Legal References: N.C.G.S. Chapter 115D, §115D-20, §14-159.12 and 14-159.13, Chapter 166A (Emergency Management), Occupational Safety and Health Act (General Duty Clause).

June 13, 2023	October 6, 2026	October 6, 2026
Date Approved by Board of Trustees	**Date of Last Review**	**Date of Last Revision**