



## Visitor Policy

Student and employee ID cards permit the holder to bring visitors or guests into the School. Campus Security reserves the right to limit the number of guests permitted at one time. For large groups, a guest list is needed and should be submitted to Campus Security within 24-hours' notice.

Visitors to students may only be granted access if

- The student is present at the security desk to sign them in and
- **The student escorts the visitor at all times**

Visitors to employees may be granted access without an escort if

- The visitor is expected or
- The visitor is announced and approved for access by the appropriate person or office

Visitors over the age of 18 will verify their identity by showing a state photo identification card. Visitors under the age of 18 and without a state photo identification card must be identified by their host. The Visitors are expected to abide by ALL JMLS policies while on campus. Temporary ID cards can be issued to visitors upon request by the visitor, once verified by their host and a valid government issued state photo identification card is surrendered as collateral for the temporary ID card.

### Hours of Access

All School academic facilities are open for visitor access 7:00 a.m.–11:00 p.m. Monday through Friday and 8:00 a.m.-10:00 p.m. Saturday through Sunday. The Library is open to visitor access 8:00 a.m.-11:00 p.m. Monday through Thursday, 8:00 a.m.-8:00 p.m. on Fridays, 9:00 a.m.-8:00 p.m. on Saturdays, and 9:00 a.m.-10:00 p.m. on Sundays.

As a rule, persons authorized for overnight access are not permitted to have visitors with them after closing (11:00 p.m.). Those wishing to have visitors after closing should obtain written authorization that includes details concerning the access for the person and their visitor. This written authorization must come from (1) their Department Head or Administrative Director. It should be directed to (2) the Director of Campus Security.