



Success. It's In Our Nature.

**Policy Name:** FLCC Official Public Hours of Operation

**Policy Number:** D-3

**Functional Area(s) Responsible:** Administration & Finance

**Owner(s) of Policy:** Facilities & Grounds; Campus Police

**Most Recent BOT Approval Date:** March 2013

**Most Recent Review Date:** Spring 2023

**Most Recent Review/Revision Type:**  none  minor/non-substantive  substantive/extensive

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**Policy Statement:**

FLCC Official Public Hours of Operation

*During the fall and spring semesters when classes are in session:*

Canandaigua campus: Monday-Saturday, 7:00 am - 11:00 pm; Sunday, 7:00 am - 5:00 pm

Campus centers: Monday-Thursday, 7:45 am – 9:30 pm; Friday, 7:45 am - 4:00 pm

*During the summer when classes are in session:*

Canandaigua campus: Monday-Friday, 7:00 am - 10:00 pm

Campus centers: Monday-Friday, 7:45 am - 4:00 pm (open until 9:30 pm when summer evening classes are in session)

*When classes are not in session and during Winter Session:*

Canandaigua campus: Monday-Friday, 7:00 am - 5:00 pm

Campus centers: Monday-Friday, 8:00 am - 4:00 pm

Access to campus facilities during times other than the College's official public hours of operation will be permitted only with appropriate supervision of a college employee and with prior approval from Campus Police.

**Reason(s) for Policy:**

This policy has been established to ensure the safe use of Finger Lakes Community College facilities.

**Applicability of Policy:**

All members of the campus community should be familiar with this policy.

**Definitions:**

None

**Related Documents:**

(available from Campus Police)

- FLCC Facility Use Request form
- FLCC Building Access form

**Procedures:**

None

**Forms/Online Processes:**

None

**Appendix:**

None