**GUEST BADGES/VENDORS**

All non-employees are required to enter and exit the building through the atrium desk. No exceptions: this includes vendors.

Procedures include the following:

* Visitors are required to sign the log at the atrium desk
* They will be given a visitors badge.
* The employee they are visiting is expected to meet them at the atrium.
* Please keep and return visitor badges until the following morning if your guest leaves after 5:30 p.m.
	+ DO NOT leave any guest badges lying unattended at the front desk. Although there may be a security person at the front desk during fund drives, do not return badges to the night person. He or she will not have a key to lock up or secure the badges.
* **Vendors** with a recognizable uniform will not need a visitors badge, but will be required to sign in.
	+ Vendors will be able to use the rear entrance to load / unload supplies after signing in.
	+ Do not prop open the doors at the rear entrance; this will set off the campus police alarm and an expense will be charged to the department.

Updated: 9/4/18