

APPENDIX 1-A

**Cole Science Center
Evening/Weekend Policy**

Cole Science Center is open to students seven days a week except for holidays and college break. Students have access to the building during the following hours:

Monday through Thursday.....8:30a.m. to midnight

Friday.....8:30a.m. to 8p.m.

Saturday.....10:00a.m. to 5:00p.m.

Sunday.....12:00p.m. to 10:00p.m.

All students must check in with the CSC Monitor on the second floor for access after regular business hours. Students must leave their current college ID with the monitor, and will have it returned to them when they sign out.

Once the building is locked, NO STUDENTS are allowed to remain in the building.

Students working in the lab after 4:30pm Monday through Friday and on weekends must be accompanied by a professor or buddy, if they are conducting hazardous work. If it is unclear whether the work is hazardous, please see/email the lab manager during regular business hours for approval.

Students working in the basement must be accompanied by a professor or a buddy at all times regardless of the nature of the work they are conducting.

All students working independently (i.e. not in a class or lab) after 4:30p.m. must complete on-line Laboratory Safety Training. Please see the lab manager for details.

Anyone serving in a buddy capacity must be a Hampshire College student or enrolled in a Hampshire College course.

During breaks, students may access Cole Science Center when the building is open with permission from and direct supervision by their faculty or staff mentor.