

Policy Title: Access to CMCC

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	April 30, 2020	Effective date:	April 30, 2020
Policy Sponsor:	Vice President, Administration and Finance	Date last reviewed:	April 30, 2020
Date of Mandatory Review (expiry date):	April 2025	Date of last revision of Procedures:	April 30, 2020

1. POLICY

1. Canadian Memorial Chiropractic College (CMCC) is a private, not for profit, charitable organization with principal operations housed at 6100 Leslie Street, Toronto, Ontario.
2. CMCC reserves the right to restrict access to those individuals having reasonable cause to avail themselves of the facilities. Anyone found to enter CMCC who does not meet these criteria will be asked to vacate the premises. Failure to do so may result in trespassing charges.
3. All CMCC facilities will be open via the main door during hours determined to provide reasonable access to those associated with the Mission of CMCC or by CMCC approved ID badge via all other doors during hours as posted. Allowing unauthorized individuals access by lending an ID badge, or by allowing other individuals entry without them using their own issued ID badge is not permitted and is considered misconduct.
4. At no time shall the total number of occupants exceed the limits defined in the City of Toronto Fire Regulations.
5. Hours of operation will be clearly displayed for those areas where the general public has cause to enter CMCC. Hours of operation relate to all individuals attending at CMCC.
6. External parties wishing to rent rooms within the institution on a short-term basis only are required to contact the Division of Continuing Education, which

facilitates the booking of rooms, establishment of fees, and co-ordination with security and Physical Facilities staff.

7. CMCC operates a number of community-based teaching clinics throughout the Greater Toronto Area. Access to these facilities is first governed by the home institution's own policies and procedures, and then by CMCC's policies.

2. PURPOSE

To govern access to CMCC facilities for authorized users and guests.

3. SCOPE

All CMCC students, employees and guests.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Council on Chiropractic Education Canada (CCEC) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards

5. RELATED POLICIES (not a comprehensive list)

- Access to Anatomy Laboratory, Morgue and Museum - Protocol and Conduct
- Access to CMCC Clinics
- CMCC Facilities Use

6. DEFINITIONS

N/A

New Policy Approved (date):	September 2001
Policy Revision History (dates):	December 2004 August 31, 2017 April 30, 2020

-----END OF POLICY-----

7. PROCEDURES

1. The building will be accessible via the main door during hours determined to provide reasonable access to those associated with the Mission of CMCC.

2. The building will be accessible by CMCC ID badge via all other entrances during the hours as posted. Entrance to the building must be through an individual's personal ID and not by third party access, i.e., someone letting them in.
3. Visitors and those accessing CMCC after regular business hours (6:00 p.m.) are to sign in at the front desk in order that Security is aware of who is in the building.
4. The main entrance to the building will be locked one hour prior to the posted building closing time.
5. Use of the building for special events, seminars, etc. Monday through Friday after 6:00 p.m. and outside of hours of operation on Saturday and Sunday, requires approval and special arrangement with the Division of Physical Facilities and/or the Division of Continuing Education as outlined in the CMCC Facilities Use policy.
6. After 6:00 p.m., students may use the library, student lounge and open areas such as the Bistro, from Monday to Thursday until 10:00 p.m. and Fridays until 8:00 p.m. During other times such as exam periods these hours may be further extended and applicable hours will be posted accordingly.
7. Building closing hours are posted. At building closing all occupants other than Security, Facilities, Facilities approved contractors, or President's office guests must vacate the building. Occupants refusing to vacate or delaying in vacating the building at closing may face disciplinary action or be removed from the premises by security and/or local police.

New Procedure Approved (date):	September 2001
Procedure Revision History (dates):	December 2004 August 2017 April 30, 2020

8. ATTACHMENTS

None.