

This document describes use and safety information for the C. T. Bauer College of Business three (3) buildings at the following locations:

Melcher Hall (MH)	Classroom and Business Building (CBB)	Cemo Hall (CEMO)
4250 Martin Luther King Blvd Houston, TX 77204-6021	4242 Martin Luther King Blvd Houston, TX 77204-6021	4246 Martin Luther King Blvd Houston, TX 77204-6021

University policy: [MAPP 06.06.02 – Public Access to Campus Buildings](#)

### I. BUILDING ACCESS HOURS

The normal operating hours for exterior doors of classroom buildings and offices are 7:00 a.m. until 30 minutes after the start of the last class, per the Registrar's approved class schedule. Outside of this window, these spaces are accessible by card only. Saturday and Sunday schedule may change without prior notice based on weekend events.

Building	Day	Public Access	(Cougar Card Required) After-Hours
MH & CEMO	Monday – Friday	7:00AM – 8:30PM	8:30PM – 7:00AM
CBB		6:30AM – 8:30PM	8:30PM – 6:30AM
ALL 3	Saturday	7:00AM – 5:00PM	5:00PM – 7:00AM
	Sunday	CLOSED	24 hours

During public access hours, some internal departments are also open in that the door to the department suite is unlocked and users can gain entry to a reception area. Some internal departments may have public access hours differing slightly from those expressed above for general access to the building.

Hours are listed on the college’s website at: <https://www.bauer.uh.edu/search/contact-us.php>

### II. DISABILITY OR EMERGENCY ASSISTANCE

Individuals with disabilities or those experiencing an emergency should advise the program or department they are visiting that they require special assistance.

### III. GAINING ACCESS

#### A. *After-Hours Access*

After-hours access to the building is available only through the Cougar Card access system. A Cougar Card is required to operate the card readers at the entrances of the building. Access is restricted to Bauer college faculty, staff, students, UH-Police and designated university support

staff with current Cougar Card authorization.

Individuals who do not have Cougar Cards with Bauer college permissions must leave the building at closing. Unauthorized individuals found on the premises after hours will be considered trespassers by the UH Police.

B. *Exterior Doors*

Do not prop or hold the doors open at any time. Misuse may result in the suspension of your access rights to the building.

C. *Restricted Areas – Cougar Card Always Required.*

Certain areas of the building provide access only to Bauer college faculty, staff, and students. Special permission is required to gain access to these spaces at all times. These areas include: the access points to the interview/study rooms; student organizations suite; staff lounge; and any individual departmental suites outside business hours.

#### IV. USE GENERALLY

The building is not available for rental nor for any commercial purpose. Its use is reserved for the Bauer college and its departments and students.

External groups, even if:

- a) alumni;
- b) non-profit;
- c) community-based;
- d) other academic units or operations at UH; or
- e) student groups not of the Bauer college;

should not assume that unaffiliated external use requests will be approved.

They generally will not be approved because the Bauer college does not have the staff resources to hold its space out to general non-entangled external users. Sometimes an external group is working with a Bauer college department, such as, the Rockwell Career Center (RCC); and in those instances, the Bauer college department will have the authority to reserve space in the building for the collaborative and cooperative joint use or event.

#### V. USE BY BAUER COLLEGE STUDENTS

Current Bauer college students may stay in the building after hours provided the student's Cougar Card grants entry. The Bauer college reserves the right to ask students or visitors to vacate the building, its classrooms, and all other spaces for safety, cleaning, or other purposes. Classrooms and other building spaces must be cleaned by the custodial staff before they complete their shifts each evening. Custodians may request students to vacate classrooms for cleaning. Occupied classrooms and study rooms are to remain lit. Students may not occupy classrooms after the last course end time of the day (finishing around 9 to 10 p.m.).