



Title: R. Kirby Godsey Administration Building Security Policy
Effective Date: June 1, 2025
Issuing Authority: Senior Vice President for Administration and Finance
Policy Contact: Mercer Police
mercerpolicy@mercer.edu, 478-301-4357

Purpose

The purpose of this policy is to provide guidance on using space in the R. Kirby Godsey Administration Building.

Scope

This policy applies to all students and employees at Mercer University.

Exclusions

None

Policy Statement

1. The Administration Building will remain locked and secured on weekends and during all University holidays unless requirements stated below are met.
2. Any person or group, **other than full-time employees** with offices in the building, is required to have a security attendant posted at the unlocked entrance(s) after regular business hours. Business hours are defined as 8:00 a.m. – 5:00 p.m. Monday through Friday.
3. All fraternity and Honor Council meetings should occur during regular office hours.
4. Groups requesting and approved for after-hours space reservations in the Administration Building must obtain an escort by Mercer Police to gain access. The responding officer will grant entry to the respective meeting participants and secure the building once all participants arrive. **Access is restricted to the spaces that provide direct proximity for that group's scheduled meeting/event (i.e., elevator or stairwell access to the location of the reserved space.) No one should wander throughout the building.**
5. When special permission is granted for use of the building after regular office hours and the requesting employee/department unlocks exterior doors, that employee/department is responsible for assigning a Mercer employee as the security attendant to remain at the

entrance for the entire time the building is unsecured. NOTE: If the doors are locked once the meeting begins, the attendant is not needed.

6. At the conclusion of the meeting/event, Mercer Police must be notified the event/meeting has ended, and an officer will be dispatched to secure the premises. The security attendant must remain until the Mercer police officer arrives.
7. Note: If the requesting department does not have a Mercer employee available for the security assignment, that requesting employee/department is responsible for requesting, through Mercer Police, an off-duty officer to serve as the security attendant and **must pay all overtime charges associated with the request.** The security request must be submitted by email to Mercer Police at mercerpolicy@mercer.edu and beckham_hh@mercer.edu at least one (1) week prior to the scheduled meeting/event. Mercer Police will forward confirmation of the approved security request to the Office of the President.
8. All groups reserving space in the Administration Building are responsible for cleaning all areas used and returning all furniture to the original locations at the conclusion of the meeting/event.

History

Adopted February 1, 2010

Revised June 24, 2024

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