

**TULANE LAW SCHOOL BUILDING POLICY
and FOOD AND BEVERAGE POLICY**

1. John Giffen Weinmann Hall is open for normal business purposes from 7:00AM until 7:00 PM on Monday through Friday. The building is closed to the public from 7:00PM until 7:00 AM on weekdays and all day on Saturday, Sunday and holidays.
2. Members of the Tulane Law School community in possession of a valid and authorized law school identification card can gain entry to the building through the patio entrance (across from the Business School) and through the Freret Street entrance from 7:00 PM until midnight on Monday through Friday and from 7:00 AM until midnight on Saturdays, Sundays and most holidays. The building will be closed to everyone on the following official University holidays: January 1, Mardi Gras Day, July 4, Thanksgiving Day, and December 24 or 26 (depending upon University designation of Christmas holiday), 25 and 31.
3. Any individual not in possession of a valid and authorized law school identification card registered in his or her name is prohibited from entering John Giffen Weinmann Hall either before 7:00AM or after 7:00PM on Monday through Friday and at any time on Saturdays, Sundays or holidays.
4. Anyone who is in Weinmann Hall before 7:00AM or after 7:00PM on Monday through Friday or at any time on weekends or holidays may be asked by an officially designated law school or campus security representative to present a valid and authorized law school identification card in his or her name. Failure to present such an identification card will subject the individual to immediate ejection from the building. Any individual who fails to heed the request to leave the building may be subject to appropriate University sanction and prosecution for criminal trespass.
5. It is strictly forbidden to prop open or keep ajar (through the use of tape or any other means) any Law School entrance or fire exit door. The same rule applies to the door leading from the Clinic area into Weinmann Hall. Alarms will sound whenever there is delay in closing such doors or there is any impediment to closing and locking.
6. Weinmann Hall and the library may be open for extended hours during the fall and spring examination periods. After the building and library close, all individuals must leave the premises. In addition, students may not "reserve" study rooms by leaving materials in the rooms overnight. When a room is vacated, all materials must be removed.
7. In accordance with Health and Safety regulations, no animals, with the exception of service dogs and animals that are specially trained as an aid for someone with a disability, are allowed in John Giffen Weinmann Hall at any time. This includes birds, reptiles, and more common household pets such as dogs or cats. This policy includes the harboring and/or caring for these pets. Any exceptions to this policy must be approved by a Tulane Law School Dean for the operational area where a person seeks to have an animal inside the building.
8. All Bicycles, Skateboards and Rollerblades/skates are prohibited inside the Law School at all times.

FOOD & BEVERAGE POLICY

1. Food is allowed on the first floor only in the student lounge or multipurpose room. Food is not allowed in the library, classrooms or hallways.
2. Beverages are allowed in the building only in a thermal spill-proof mug. Vending machine beverages must be transferred either into a thermal spill-proof mug or consumed in the student lounge or the multipurpose room.

BUILDING SAFETY

Tulane Law School is closely monitored by surveillance cameras both inside and out, however safety and crime prevention is a joint responsibility across the Tulane University community.

To provide a higher degree of safety for those who work and study inside John Giffen Weinmann Hall late at night, the following guidelines are provided:

- Do not hold entrance or exit doors open for strangers during restricted access times at Weinmann Hall. This is a very old trick in a very old book. Innocent-looking strangers could be a threat to you or someone else inside the building. In general, it is not wise to confront anyone who tries to enter the building without using an I.D. card late at night.

TIPS:

Explain in a polite and direct way that you are not allowed to let anyone but yourself in through the door or avoid the situation altogether.

If you're walking toward a secured door at the same time as someone else, slow down and allow him/her to enter first.

- Never prop open entrance or exits doors, especially fire doors, even for a short period of time. While this is against the Tulane Law School Building Policy, it is also a severe safety impediment.

Doors propped open invite entry by outsiders and possible criminals. Propped-open fire escapes eliminate their effectiveness in preventing the spread of fire or smoke.

If you see a door propped open, close it!

- Carry your student ID with you at all times. Even if stepping outside for a short study break, individuals will need an access card to reenter Weinmann Hall and the Law Library during restricted access times.

Overall, **TRUST YOUR INSTINCTS**. Call TUPD immediately – day or night – to report a suspicious person or event, or if you simply do not feel safe.

Tulane Law School advises students to store TUPD's phone number in a safe place or add it to their personal cell phone directory: **865.5200. On campus, dial 5200.**

In an emergency situation, always dial 9-1-1.