



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 11, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY 10-11

Memo FY 10-11 Supersedes VPBA Memo FY 09-17

Distributed via Campus Email

TO: Vice Presidents, Deans, Directors, Department Heads and Account Mangers

FROM: Mary Lee Hodge *MLH*
Vice President of Business Affairs

RE: Children and Unauthorized Visitors in Classrooms, Laboratories, Study Areas, Work Areas and Student or Employee Lounges

Texas A&M University System Regulation 24.01

The Texas A&M University System (and component institutions) are to manage, control and, where appropriate, reduce or eliminate risk, to the end that employees, students and visitors are, to the greatest extent possible, protected from hazards, and to also ensure that material and natural resources are conserved to the maximum extent possible and practical.

To ensure the safest environment possible at Prairie View A&M University, including the main campus and all satellite locations, the use and occupancy of all classrooms, laboratories, study areas and student or employee lounges shall be restricted to persons currently enrolled in regular or special programs and to students, faculty, staff and official campus visitors who are authorized to enter such areas.

Unsupervised minor children, unauthorized and unaccompanied visitors who are not officially enrolled at the University in regular or special programs are specifically excluded from entering (at any time) classrooms, laboratories, study areas, work areas and student or employee lounges unless such persons are chaperoned or escorted while in such areas by a responsible university employee or student who has been duly authorized to function as a chaperone or escort for a group or an individual visitor.

Vice Presidents, Deans, Directors, Department Heads and other university employees are encouraged to monitor facilities to ensure adherence to this regulation. If this regulation is violated, faculty and staff are authorized to ask the unsupervised child (or children) or the unauthorized visitor to leave the area or if necessary, to have the individual removed. If required, the Department of Public Safety Dispatcher should be contacted to request assistance.

If necessary to ensure compliance with this regulation, it is the responsibility of the parent, guardian or other person charged with the care of a child (or children) to relocate them to an authorized area or off of the campus.

MLH:pgs

xc: Dr. George Wright