

BUILDING POLICY

Building Hours

Normal building hours for Sullivan Hall will be from 7 am to midnight. Building hours will vary during exam periods, holidays and summer. Notice of any changes will be posted.

Lockers

Individual student lockers are available for all students. A locker may be reserved for a \$10 refundable deposit. Arrangements will be made through the Law School Business Office. Students must use the lock assigned for the locker. Removal of the lock from the locker will result in the loss of the locker and the lock deposit. Empty lockers will be reassigned. Locks on lockers not assigned by the Law School will be removed. Students may have only one locker.

Within 10 days of the Bar examination, graduates must return their locks in order to receive a refund of their deposit.

Community Refrigerator

The SBA has a community refrigerator located on the first floor of Sullivan Hall. Access to this refrigerator is for Law School students only. In order to use the refrigerator, law students must obtain a key from the Business Office. A \$10 deposit is required. All questions relating to the operation of the refrigerator should be addressed to the SBA.

Service Animals

Only working service animals are allowed in Sullivan Hall. All other animals are prohibited.

Room Reservations

Student organizations and student study groups who wish to use a classroom or other space in Sullivan Hall are required to reserve rooms in advance. Reservations for classroom or other community space can be made online at www.law.seattleu.edu/studentorganizations/roomrequest. Questions should be referred to the Logistics Coordinator in the 2nd Floor Administrative area. Classroom space is available for students to use as study space when not being used for class or reserved for other events.

Reservations for the study rooms in the Law Library can be made at the Circulation desk located at the entrance of the Law Library.

Reservations for on campus space outside of Sullivan Hall are made at the Event Planning Office, 296-5620. All coordination for campus space outside of Sullivan Hall is done with this office. If required to use space outside of Sullivan Hall, you may contact the Logistics Coordinator for assistance.

Student organizations renting off-campus space must first check with the Associate Dean for Administration and Finance. The Associate Dean for Administration and Finance must sign all rental agreements for off campus space.

Policy Regarding Posting of Notices in Public Areas

Sullivan Hall

In order to maintain the appearance of Sullivan Hall and to avoid damage to surfaces, all notices, signs, posters, etc., including faculty and administrative notices and campaign signs for student elections, may be posted only in the following areas:

on appropriate bulletin boards
on lockers (with the permission of the "occupant")

Notices, etc., may not be posted on walls, doors, windows, ceilings, or elevators.

Those posting notices are responsible for taking them down when they become outdated. Any notice posted in violation of this policy will be removed. Any requests to deviate from this policy should be directed to the Associate Dean for Administration and Finance.

The Sullivan Docket is the Law School's electronic bulletin board. This board provides up to date information on activities and events in the School of Law. It includes an announcement board, schedule of events for the day, a building directory, the WDOT traffic update, the weather forecast and a live CNN feed. Four boards are located in the building, one on the court level, two on the first floor (located by the entrances), and one on the second floor. To post organizational information on The Sullivan Docket, a Document Announcement Request form must be completed. The form is available at www.law.seattleu.edu/studentorganizations/announcement. If your announcement request is approved, you will receive confirmation by e-mail. The Sullivan Docket is also available for viewing electronically at www.law.seattleu.edu/docket.

University Posting Policy

Student organizations wishing to post signs, notices, posters, and announcements on the Seattle University campus, outside Sullivan Hall must comply with the Seattle University Posting Policy. All student related publicity must be approved and stamped at the Campus Assistance Center. The Campus Assistance Center is located in the Student Union Building. **All publicity not displaying an approved stamp, or posted in an unauthorized location will be removed and discarded.** Copies of the Seattle University Posting Policy are available in the Law School Deans' Offices and in the SBA Office.

Policy Regarding the Serving of Food

Sullivan Hall

Any student organization planning to hold an event where food that requires cooking, heating or refrigeration must see the Associate Dean for Student Affairs for approval. This policy applies to any sale of food in the building even if that sale is restricted to members of the law school community, as well as to receptions that are open to members of the law school or university community.

Student organizations may have bake sales. However, all food items must be individually wrapped prior to sale. **Bake sales are permitted only on the court level of Sullivan Hall, with prior permission of Associate Dean for Student Affairs.**

Seattle University has a contract with Bon Appetit as the exclusive provider of campus catering services. Unless a waiver is approved by Bon Appetit (usually only in the event of a cultural event where Bon Appetit is not able to provide the requested food), no outside caterer is permitted in Sullivan Hall or on the Seattle University campus. Students may however, purchase prepared food to serve at their own events, including pizza.

University

Students who wish to hold events outside of Sullivan Hall but on the Seattle University campus and who plan to serve food and/or alcohol must comply with the University Campus Event Procedures, copies of which are available in the Business Office, the Deans' Office and the SBA Office.

Procedures for Events Where Alcohol is Served, Consumed or Present

This policy applies to all members of the Seattle University Law School community.

Sponsoring groups or individuals must complete and submit

to the Associate Dean for Student Affairs two (2) weeks before the date scheduled for the event a Law School application for permission to Serve Alcoholic Beverages. Upon approval, the Associate Dean will issue a letter of permission to serve or consume alcoholic beverages. In order to obtain the required Banquet Permit, a representative of the sponsoring group must present the following to the Washington Liquor Control Board: the letter of approval from the Associate Dean, a valid identification demonstrating that the person requesting the Banquet Permit is of legal drinking age, a completed Banquet Permit application, and payment of the required fee.

In addition two (2) weeks prior to the event, sponsoring groups or individuals must also notify the Department of Public Safety and arrangements must be made to hire security as well as a server from Bon Appetit. Please note the number of security personnel as well as the number of servers will be determined based on the estimate of the number of attendees at the event. The expense of hiring security and servers will be the responsibility of the sponsoring group or individual.

The Banquet Permit must be posted in a visible place near the entrance to an event where alcohol is served or consumed.

Kegs are not permitted in the Law School

Policy Prohibiting Possession of Firearms or Deadly Weapons in Sullivan Hall

No person may possess a firearm or deadly weapon (capable of inflicting a deadly injury) in Sullivan Hall whether the firearm or deadly weapon is concealed or not and whether or not the person has a permit to carry the firearm or deadly weapon outside of the Law School. Enforcement will be through the Dean's office.

PARKING REGULATIONS

All cars parked on the Seattle University campus must display a valid Seattle University parking permit. The Public Safety Office issues parking permits, facilitates, and enforces parking control. Maps showing student parking areas are available in the Public Safety Office. Parking Division staff members also provide assistance with battery jump-starts.

The Parking Division is located within the Public Safety office in the University Services Building, 296-5995. Hours are:

Monday and Tuesday	8:30 a.m. to 6 p.m.
Wednesday through Friday	8:30 a.m. to 4:30 p.m.

SAFETY

Safety and Security Services

The Department of Public Safety provides 24-hour security for the university campus and its facilities. Security personnel are uniformed and easy to recognize, and are available to assist the university community in a variety of ways. Security officers provide first aid, escort services, and crime prevention information; security officers investigate criminal incidents and make reports; assist in personal property identification; and provide the lost and found service for the campus.

Public Safety provides 24-hour escort service upon request by members of the university community to locations on- or off campus. Escorts are available to students walking to bus stops, parking areas, or living quarters within a two-block radius of the main campus. For more information, stop by Public Safety in the University Services Building, or call 296-5990.

Public Safety is located in the first floor of the University Services Building.

Monday and Tuesday	8:30 a.m. to 7 p.m.
Wednesday through Friday	8:30 a.m. to 7 p.m.

The communication center at this location is open 24 hours a day. Students may use campus phones, located throughout Sullivan Hall, to contact Public Safety.

Sexual Misconduct – Physical or Sexual Assault

The Law School affirms respect, responsibility and caring between students. Sexual misconduct on the part of students is a violation of state and federal law. Sexual misconduct is defined as non-consensual physical contact of a sexual nature, which includes acts using force, threat, intimidation or advantage gained when the victim is incapable of consent by reason of being physically helpless or mentally incapacitated.

Note on consent: Because sexual misconduct between students often occurs in the context of the use of alcohol or other controlled substances, it is important to stress the critical significance of clear communication and levels of responsibility for behavior while under their influence. Individuals are responsible for their behavior when they are drinking, and drinking is never an excuse for unacceptable behavior. However, lack of consent can exist if a person is too intoxicated to freely agree to have sexual intercourse or contact.

Seattle University offers prevention programs, education and information about sexual misconduct through the Seattle University Safety and Security Office, the Wellness and Prevention Center and its peer educator program, the Women's Center and the Student Counseling Center.

If you have been sexually or physically assaulted, you are encouraged to immediately contact local support services:

Seattle Police Department	911 (from campus 9-911)
Harborview Sexual Assault Center	(206) 223-3074
Seattle University Counseling Center	(206) 296-6090
King County Sexual Assault Resource Center	(800) 825-7273
Public Safety	(206) 296-5911

On campus Reporting Procedures

A victim of a sexual offense on campus is strongly encouraged to notify the crimes-against-persons officer in Public Safety (room 102, University Services Building, 296-5990; for emergency, call 296-5911). Once the sexual offense is reported, Public Safety will notify appropriate university officials or third parties who are identified as having a need to know. The primary role of Public Safety in a sexual offense incident is to collect information in an unbiased manner and preserve all relevant evidence. Public Safety notification procedures may vary depending on certain factors such as whether the alleged assailant is a member of the university community, whether the incident took place on or off campus, and whether the victim wishes to remain anonymous.

If a victim of a sexual offense wishes to remain anonymous, Public Safety will take a “third person” report. This report allows a person to provide a detailed report about the offense without the obligation of pursuing an investigation and/or pressing charges. The university cannot fully investigate or initiate disciplinary action against the alleged offender based on a third-person report. However, reporting is still encouraged, as it may provide important information for protecting the community at large.

Off campus

When a sexual offense occurs off campus, the investigative authority of Seattle University Public Safety is limited. However, Public safety does work in close cooperation with the Seattle Police Department in investigating the complaint. The same reporting and notification process as for an on-campus incident will occur. If the assailant is a Seattle University student, faculty, or staff member, the university may, at its discretion, suspend disciplinary action or related proceedings until the Seattle Police Department investigation and/or court action is complete.

Confidentiality

Every possible effort shall be made to ensure the confidentiality of information received as part of the university reporting procedure. Whenever possible, the name of the victim will be withheld if the victim so desires. Action requiring disclosure of the victim's identity or identifying the victim in some manner will normally not take place without the victim's consent, unless it

is necessary to protect the health or safety of students or other persons. If so, the victim will be informed.

EMERGENCY CLOSURE PROCEDURES

In the event of an emergency closure of the Law School, announcements of closure will be broadcast beginning at 6:30 am on radio stations KIRO (AM 710), KOMO (AM 1000) and KNWX (AM 770) and television stations KIRO (Channel 7), KOMO (Channel 4) and KING (Channel 5). Seattle University's News and Information Line (206-296-2000) will also carry emergency closure information.

Reasons for closure would include such conditions as inclement weather, disaster, epidemic illness, volcanic eruption, power outage, fire, earthquake, etc.

EARTHQUAKE AND EMERGENCIES

The Disaster/Emergency Response Plan is designed to consider all hazards to which the campus and its community members may be vulnerable. These include, but are not limited to: high wind, rain and snow storms, fire, earthquakes, hazardous material releases, bomb threats, airliner disaster, major loss of utilities, civil disorder, epidemics, or combinations of the above. This plan expresses the guidelines the university will follow to institute and carry out comprehensive emergency management.

Specifically in the event of an earthquake, all students, faculty, and staff are to proceed to Championship Field across from the Connolly Center, where information and medical assistance will be available.

A complete copy of the plan is available at the Department of Public Safety and Plant Services.