

# After Hours Policy

## 1. Purpose

The Barossa Regional University Campus (BRUC) is committed to providing a safe, respectful, inclusive, and professional environment for all users of the Campus. This policy outlines the conditions for safe and responsible access to BRUC outside of standard operating hours. It supports student study and approved campus activities while ensuring the security of the Chateau Building and Beckwith Park premises, facilities, and equipment.

## 2. Standard Operating Hours

Campus standard hours are published on the BRUC website and may be updated from time to time.

As of March 2026, standard operating hours are 8:30 – 16:30 Monday to Friday.

Access outside these hours is considered after hours and requires prior approval.

BRUC reserves the right to amend operating hours or suspend after hours access at any time.

## 3. Eligibility for After Hours Access

After hours access may be granted to:

- Registered BRUC students aged 18 and over
- BRUC and Regional Development Australia Gawler Barossa Light Adelaide Plains (RDA GBLAP) staff
- Approved visitors or partners

Access is granted at the discretion of the BRUC Campus Manager and may be revoked at any time.

All after hours users must complete an after hours induction and agree to this policy and the Code of Conduct (BRUC-POL020) prior to being issued access.

## 4. Access Process and Security

After hours access requires:

- A BRUC-issued fob for external Chateau Building doors
- An account with Danalock for access to the campus internal door

Fobs remain the property of BRUC and must not be shared or transferred.

A \$25 refundable deposit is required, which will be refunded on return of a working and undamaged fob.

Lost or damaged fobs will require an additional \$25 replacement fee.

Upon graduation cease of use of the campus, fobs must be returned to BRUC either in person or via return mail if requested. Failure to return a fob after three requests may result in the forfeiture of the deposit.

If a user requires emergency security call-out due to being locked out, the associated call-out cost may be charged to the individual.

### 4. Conditions of Entry

Individuals accessing campus after hours:

- Must sign in and out using the designated digital system
- Must not allow unauthorised persons into the building
- Must not prop open doors and must not unlock the door manually

The front door remains locked after hours.

## 5. Safety Requirements

Students are responsible for their own health and safety during unstaffed hours.

All users must:

- Keep emergency exits clear at all times
- Not obstruct fire equipment
- Familiarise themselves with location of duress alarms and emergency contacts
- Comply with all campus rules and staff directions

BRUC does not have strobing emergency alarms/lights for deaf/low hearing individuals and it is recommended that students do not use sound cancelling headphones whilst in the space after hours.

Emergency services are to be called at an After Hours User's discretion when unstaffed.

In the event of an emergency, evacuate to the designated assembly point outside the front of Beckwith Park and contact emergency services if required.

## 6. Responsibility and Conduct

Individuals accessing BRUC after hours:

- Are responsible for their own safety
- Are responsible for any damage caused by themselves
- Must leave the space clean, secure and in good order
- Must adhere to the BRUC Code of Conduct

Failure to comply with this policy may result in recovery of costs for damage, excessive cleaning, and/or revocation of after hours access.

## 7. Privacy

BRUC collects registration and access information for operational, safety and reporting purposes in accordance with relevant privacy legislation and Commonwealth reporting requirements.

## 8. Acceptance of Terms

Access to Barossa Regional University Campus outside standard operating hours is conditional upon compliance with this policy.

By accepting a BRUC-issued fob, activating electronic access, and/or paying the applicable deposit, the individual acknowledges that they:

- Have been provided with and read the After Hours Access Policy
- Have been provided with and read the Code of Conduct
- Agree to comply with conditions
- Understand that access may be revoked for non-compliance

## Version History Table

Version	Date	Description of Change
1.0	16 Oct 2019	Original After Hours Policy
2.0	2021	HubSpot form + digital sign-in updates
3.0	2026	Consolidated policies, digital acceptance by conduct, updated security conditions

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