



ST. FRANCIS COLLEGE VISITOR POLICY

Last Revised Date: September 2, 2026
Issuing Office: Facilities Management / SFC Security
Contact Information: korourke@sfc.edu or 718-489-5496

Introduction

St. Francis College (“College”) permits Visitors to its campus located at 179 Livingston Street, Brooklyn, New York (“Campus”) in accordance with the requirements of this Visitor Policy.¹ Notwithstanding this Visitor Policy, to promote the safety and well-being of the College community, the College maintains the sole discretion to restrict, limit, or prohibit any individual’s access to the Campus at any time.

General Principles

The SFC Visitor Policy allows current students, faculty members, or administrators/staff members to host a Visitor in a manner that does not infringe upon the comfort or rights of others while maintaining the appropriate level of campus safety and security.

Regardless of length of stay, Visitors are required to abide by all College policies and procedures including but not limited to presenting proper identification, personal search and exiting without resistance up to and through departure from the premises.

The Host is responsible for the conduct of their Visitor at all times while on Campus. Any Visitor who violates College policies is subject to penalties. Visitors who are found in violation of this policy or any other College policies may be asked to leave the premises immediately. Hosts will be held responsible and subject to disciplinary action, including but not limited to having their Visitor privileges revoked.

Hosts and Visitors are expected to uphold the following expectations:

- All Visitors must carry their Visitor Pass during their time on Campus.
- Minor Visitors (those under the age of 18) must also be accompanied by a parent and/or guardian at all times unless they have an appointment with the Admissions Office.
- Hosts are not permitted to allow Visitors to use their SFC ID for access.
- Visitors have no occupancy rights and can be asked to leave at any time.
- Provided there is no unreasonable interference with the rights of the College community, a Host may have a Visitor, who can stay between the hours of 9am-5pm. Security will monitor excessive Visitor sign ins and may reduce Visitors based on the College’s

¹ The College leases a Residence Hall located at 97 Columbia Heights. This policy directly applies to 179 Livingston Street. The visitor policy for 97 Columbia Heights is outlined in the Residence Life Handbook.



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operational needs. Guests are not permitted on campus after hours, unless approved by security or supervisor.

Conduct

All Visitors must abide by all College policies. Having a Visitor is a privilege and not a right and the College reserves the right to prohibit any Visitor from Campus that is deemed inappropriate for the community.

- All Hosts are responsible for the conduct of their Visitor. This responsibility may subject the Host to financial restitution and/or disciplinary action.
- When on Campus, Visitors, with the exception of contractors, must be accompanied by their Host at all times.
- Visitors/Hosts found to be submitting false information, including but not limited to, counterfeit identification, will be banned from Campus and the Host will be held accountable through the appropriate College disciplinary process. Hosts whose Visitor violates policies or provide false information will be adjudicated via the student conduct process and/or employee policies, as applicable.
- If a Visitor seeking to access the Campus is observed to be intoxicated or under the influence at any point, they will not be permitted entry, regardless of registration status.

Pre-Approved Process for Authorized Visitors

1. **Invited Guests of SFC students:** Guests of current SFC students, are welcome to visit St Francis College by invitation and appointment.
 1. SFC students must seek prior permission by sending an email to the Dean of Students at deanofstudents@sfc.edu. The email should include the full name of the SFC student, faculty, or staff member, student ID (if applicable), full name of the guest, the date and estimated time of arrival, purpose of the visit, and, if applicable, the office or classroom the visitor will be going to. Requests should be submitted at least 48 hours in advance of the proposed visit. Late requests may not be accommodated.
 2. Approved guests may need to check in at the campus security desk upon arrival. All visitor requests must be submitted from an SFC-issued email address and are subject to the discretion of the Dean of Students for approval.
 3. If the Dean of Student approve the Visitor, an email should be sent to security@sfc.edu, with the following information: Names, Date & Time of Visit, Purpose and Name of Approver.
2. **Invited Guest of SFC faculty:** Guests of current SFC faculty, are welcome to visit St Francis College by invitation and appointment.
 1. SFC faculty must seek prior permission by sending an email to the Dean of Academic Affairs at academicaffairs@sfc.edu. The email should include the name of the SFC faculty member, name of the guest, the date and estimated time



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of arrival, purpose of the visit, and, if applicable, the office or classroom the visitor will be going to. Requests should be submitted at least 48 hours in advance of the proposed visit. Late requests may not be accommodated.

2. Approved guests may need to check in at the campus security desk upon arrival. All visitor requests must be submitted from an SFC-issued email address and are subject to the discretion of the Dean of Academic Affairs for approval.
 3. If the Office of Academic Affairs approve the Visitor, an email should be sent to security@sfc.edu, with the following information: Names, Date & Time of Visit, Purpose and Name of Approver.
3. **Prospective Students:** Prospective students are welcome to visit St Francis College by invitation and appointment.
1. Please schedule your visit in advance through the Admissions Office via email at admissions@sfc.edu. As coordinated by the staff of the admissions office, prospective students are welcome and encouraged to attend information sessions, campus tours, and scheduled meetings with staff.
 2. If the Office of Admissions approve the Visitor, an email should be sent to security@sfc.edu, with the following information: Names, Date & Time of Visit, Purpose and Name of Approver.
4. **Professional Colleagues and Invited Speakers:** Individuals invited to deliver lectures, participate in conferences, or engage in other official events at St Francis College are considered authorized visitors. Visitors from other academic institutions, legal organizations, or professional associations are permitted with prior invitation and approval. The hosting department or organization is responsible for coordinating their visit and ensuring compliance with this policy. SFC faculty must seek prior permission by sending an email to the Dean of Academic Affairs at academicaffairs@sfc.edu. Staff must seek prior permission by sending an email to the Office of Human Resources at hr@sfc.edu.
1. If the Office of Academic Affairs and/or the Office of Human Resources approve the Visitor, an email should be sent to security@sfc.edu, with the following information: Names, Date & Time of Visit, Purpose and Name of Approver.
5. **Community Members:** Community members attending events organized by the Office of Events Management are welcome without prior permission, but they should check the event details for any specific registration requirements via email at events@sfc.edu.

Procedure

- If the appropriate Cabinet member approves the Visitor, an email should be sent to security@sfc.edu, with the following information: Names, Date & Time of Visit, Purpose and Name of Approver. Security shall maintain a log of approved visitors.
- All Visitors must register at the security desk by showing proof of a valid unexpired photo identification card.



- It is the responsibility of the Host to meet their Visitor in the lobby and to remain with that person at all times when the Visitor is on Campus.
- If the Host departs the building the Visitor must also depart and is not permitted back onto Campus until the Host is able to personally escort them.
- When the Visitor leaves the Campus, they must be escorted to the lobby by the Host and sign out with security.

Hosts are responsible for ensuring that their Visitors follow these registration procedures. If a Visitor fails to register properly, the College has the right to revoke or deny the registration. Hosts will be contacted via email if there are any questions or concerns with a Visitor registration. If a Visitor's plan has changed, it is the Host's responsibility to cancel or update the registration.

Hosts must follow these steps to sign in their Visitors when they arrive to Campus²:

1. Hosts must meet their Visitors in the Campus lobby.
2. The Host and Visitor will present their IDs to the security desk.
3. The security guard will confirm that an Approver sent an email to security@sfc.edu, with the following information: Names, Date & Time of Visit, Purpose and Name of Approver.
4. Once confirmed, the Visitor's photo ID will be held at the security desk and given a Visitor Pass that they must carry at all times while on Campus. The Visitor Pass is the property of SFC and must be produced or surrendered on request.
5. When the Visitor checks out at the security desk, they will hand in the Visitor Pass and have their personal ID returned to them.

The privilege of hosting a Visitor may be restricted or modified at any time by the College, including in instances deemed proper to promote safety, security, and during public health emergencies.

Point of Entry

The only authorized point of entry for the Campus is the front door through the main lobby of **179 Livingston Street**. Any person who utilizes another point of entry or brings a Visitor through another point of entry is in violation of this Policy and will be referred to the Student Conduct process or employee disciplinary process, as applicable.

Other

This Policy supersedes any policies or guidelines issued by any College division, department, or unit regarding Visitors. This policy supersedes any other written or electronic policies that you may have previously received. The College reserves the right to change its policies, arrangements, procedures, and any other related material, at any time in its sole discretion.

² Prospective students and their families participating in College sponsored tours and/or orientations shall be registered in accordance with procedures specific to such circumstances.



Contact

If you have any questions about this policy, please contact Kevin O'Rourke, VP of Facilities Management in charge of SFC security, at korourke@sfc.edu or 718-489-5496.

Definitions

Visitor: A Visitor is an individual who enters the College's Campus who is not a current student, faculty member, or administrator/staff member. Visitors include, for example, former students, parents and friends of current students, vendors/contractors with whom the College contracts for goods and/or services, alumni, or other individuals who come to Campus for College business or academic purposes, as determined in the sole discretion of the College.³

Host: A Host is either a College student, faculty member, or administrator/staff member at whose direction a Visitor enters the College's Campus. Hosts are responsible for ensuring Visitors are aware of and abide by applicable College policies and safety protocols while on Campus.

Vendors/Contractors: Presence on Campus by Vendors and/or Contractors must be coordinated by the relevant College department. Vendors and Contractors engaged by the College that come to Campus are subject to the same measures required of College Visitors.

Visitors in the Workplace: Visitors who come to Campus for business meetings with faculty and/or staff or to attend academic conferences, symposia, etc., must be on campus for actual business purposes, as determined at the sole discretion of the College. The extended presence of Visitors of College faculty, administration, and/or staff, including off-duty staff, in the workplace is not permitted. Brief visits are permissible. Similarly, the extended presence and care of children in the workplace is not permitted.

³ Please note that individual visitor(s) must sign in at the security desk. When there are large events on campus, the group must submit the guest list in advance to SFC security and check guests off in the lobby. A point person from the large group must take responsibility for checking in and provide the guest list in advance to the College.