

2. The lots south, east and northwest of the building are for the use of faculty, staff and students. Official University Student Parking Permits are free and may be obtained during registration. Take your completed registration form to the Dept. of Public Safety, Room 019, to receive your sticker.

All vehicles parked on University property must have the Official University Parking Permit prominently displayed. Faculty/staff and student hanging permits should be on the rear view mirror facing outward.

Failure to register a vehicle constitutes a violation of the University's Parking Regulations. A brochure, available in Room 009 and Room 116, clearly outlines and describes violations of parking regulations, and identifies penalties to each. Harris-Stowe State University does not assume any responsibility for damage or theft to cars while using the parking facilities of the University. Questions concerning the parking rules and regulations should be directed to the Department of Public Safety, Room 019.

Faculty, Staff and Students can obtain their parking permits from the Department of Public Safety, Room 019.

Emergency Car Service

Harris-Stowe State University students or staff having problems starting their cars because of deficient batteries may contact the switchboard operator on the first floor of the University for possible assistance.

Children Unattended

The University reserves the right to protect the safety and welfare of unattended children. Children are not to be left unattended in the halls, offices, annex, cafeteria, or library. Students are not permitted to bring children to class. The University will institute appropriate action if children are left unattended.

Posting of Notices

All information to be posted in the University must be stamped by the Coordinator of Student Activities, in Room 003A. Information is to be posted only on bulletins boards. Any notices that are placed on walls, doors or bulletin boards which are un-stamped by the Coordinator of Student Activities will be taken down and discarded.

Reporting Crimes and Emergencies

It is Harris-Stowe State University's policy to protect the rights, safety and welfare of the students, faculty, staff and visitors. Persons are expected to conduct themselves properly, respecting themselves, others and the property of others. It is extremely important to note that each person of the Harris-Stowe State University community has the right to be free from acts of violence and threats of violence.

Students, faculty, staff and visitors are encouraged to report all suspicious persons and activities, crimes witnessed or crimes against themselves occurring on campus and in the surrounding communities to the Campus Public Safety Department. Students are encouraged to report crimes directly to the Campus Public Safety Department. However, they may also report crimes directly to the Coordinator of Student Activities, who will then report the information received to Campus Public Safety. Campus personnel are informed of this procedure through new employee/student orientation. Written reports are made and followed up by the appropriate personnel in the Campus Public Safety Department. All criminal incidents and emergencies must be reported immediately by calling Campus Public Safety through the switchboard at (314) 340-3366, or 911 for the response of the St. Louis Metropolitan Police Department.

Smoking Policy

To limit exposure to tobacco smoke, Harris-Stowe State University has established a **NO SMOKING POLICY in all campus interior spaces and all exterior hazardous areas containing, or in close proximity to, flammable liquids, gases or vapor, including garages, maintenance shops and mechanic rooms.** It is the responsibility of all administrators, faculty, staff, and students to enforce the University's smoking policy. If an individual has a particular problem, that individual may request the help of Public Safety in enforcing the policy.

Extra-Curricular Use of University Facilities

As would be expected, the first and highest priority in the use of the University plant and facilities is the fulfillment of the institutional mission specified by the State Legislature. The central focus of this mission is the education and fullest possible development of students. Within the limitations imposed by such a building usage priority, the University makes available many of its facilities to student organizations, as well as outside agencies. A usage fee may be required in such cases.