

This document describes use and safety information for the John M. O'Quinn Law Building located at 4170 Martin Luther King Blvd, Houston, TX 77204-6060 (the "Building").

I. BUILDING ACCESS HOURS

	<u>Public Access</u>	<u>After-Hours (Cougar Card Required)</u>
Monday – Friday	8am – 7:30pm	7:30pm – 8am
Saturday-Sunday	CLOSED	24 hours

During public access hours, some internal departments are also open in that the door to the department suite is unlocked and users can gain entry to a reception area. Some internal departments may have public access hours differing slightly from those expressed above for general access to the building.

II. LAW LIBRARY HOURS

The University of Houston Law Library operates on the east side of the Building on floors 4 and 5 and is considered equivalent to a lab space in that its use is reserved for Law Center students. The Law Library has its own internal access doors for its space. Its hours are given here:

<https://law-uh.libcal.com/hours/>

The library's hours may vary during intersession terms, holidays, and summer terms. Please check the library's webpage (<http://www.law.uh.edu/libraries>) for current information.

III. DISABILITY OR EMERGENCY ASSISTANCE

Individuals with disabilities or those experiencing an emergency should advise the program or department they are visiting that they require special assistance and/or they can inform the attendant at the first floor lobby reception desk.

IV. GAINING ACCESS

A. *After-Hours Access*

After-hours access to the Building is available only through the Cougar Card access system. A Cougar Card is required to operate the card readers at the entrances of the Building. Access is restricted to Law Center faculty, staff, students, UH-Police and designated university support staff with current Cougar Card authorization.

Individuals who do not have Cougar Cards with Law Center permissions must leave the Building at closing. Unauthorized individuals found on the premises after hours will be considered trespassers by the UH Police.

B. *Exterior Doors*

The exterior doors are alarmed. Do not prop or hold the doors open at any time. Doing so will set off alarms and will alert the UH police department of an unauthorized exit/entry. Misuse may result in the suspension of your access rights to the Building.

C. *Restricted Areas – Cougar Card Always Required.*

Certain areas of the Building provide access only to Law Center faculty, staff, and students. Special permission is required to gain access to these spaces at all times. These areas include: the access points to the Legal Clinics; CDO/BAI Interview/Study Rooms; 3rd Floor Terrace doors; student journals area; student organizations suite; staff lounge; and any individual departmental suites outside business hours.

V. USE GENERALLY

The Building is not available for rental nor for any commercial purpose. Its use is reserved for the Law Center and its departments and students. External groups, even if: (a) non-profit; (b) community-based; (c) bar organizations; (d) judiciary or governmental administrative entities; (e) other academic units or operations at UH; or (f) student groups not of the Law Center; should not assume that unaffiliated external use requests will be approved. They generally will not be approved because the Law Center does not have the staff resources to hold its space out to general non-entangled external users. Sometimes an external group is working with a Law Center department, such as, for example, the Career Development Office (CDO) or the Office of Law Alumni Relations (<https://www.law.uh.edu/alumni/>); and in those instances the Law Center department will have the power to reserve space in the Building for the collaborative and cooperative joint use or event. External groups without affiliation or partnering who still wish to submit a request should direct that request to the Building facilities staff leader (see: <https://www.law.uh.edu/facilities/staff.asp>). This facilities staff leader will forward the request to the Law Center's Associate Dean for Academic Affairs (ADAA). The response to the request will come directly from the ADAA.

VI. USE BY LAW CENTER STUDENTS

Current Law Center students may stay in the building after hours provided the student's Cougar Card grants entry.

The Law Center reserves the right to ask students or visitors to vacate the Building, its classrooms, and all other spaces for safety, cleaning, or other purposes.

Classrooms and other Building spaces must be cleaned by the custodial staff before they complete their shifts each evening. Custodians may request students to vacate classrooms for cleaning.

Occupied classrooms and study rooms are to remain lit.

Study rooms in the library, and the second floor CDO/BAI Interview/Study Rooms, are used and/or reserved via systems promulgated by the library and/or those departments.

Students may not occupy classrooms after the last course time band of the day (finishing around 9 to 10 p.m.).

Classrooms are only reservable by students via Law Center student organizations for events approved by the Office of Student Affairs (OSA). Individual student requests to reserve classrooms are not part of the Building usage system. Student organization uses that are in the evening must be a clearly professional event for there to be a chance of the event's approval by OSA.