



DOCK ACCESS POLICY & PROCEDURES

Student Union Memorial Center

UNION STAFF

All designated union staff with access to the dock will have their CatCards, vendor/vehicle card or a remote unit to open the gate.

OUTSIDE VENDORS

Retail vendors within the union as well as outside vendors that deliver to the union have a vendor card that allows them access.

ALL OTHERS

Anyone wanting access to the dock after hours when the gate is closed and while the Student Union Memorial Center is still open will have to do the following:

Stop at top of ramp, get out and use the call box to call the Information Counter or Operations Manager (OM) Cell phone (at the same time, the signal light will take 45 seconds to go from red to green). The Info phone or OM cell phone will ring and the vendor will ask for access. OM's should check the monitor to see who it is and then go to the dock, swipe card and gate will open.

****OM's will need to swipe card to open gate for these vendors when they need to leave.***

IMPORTANT REMINDERS

1. Drivers must wait until the gate ***is all the way up before*** they enter the dock or the gate will not automatically close behind them.
2. Call box is only set to talk for 60 seconds
3. OM's to use Catcard at all times when opening dock gate. The key is for emergency override use only.

Dock hours are from:

5am–5pm, Monday to Friday (Eddie will open, Amer-x to automatically close at 5pm).

Closed Saturday & Sunday, EXCEPT: Football Saturdays