Sullivan Hall & The School of Law Annex

BUILDING POLICY

Building Hours
Normal building hours during the academic term for Law School buildings will be from 7 a.m. to midnight. Building hours will vary during exam periods, holidays and summer. Notice of any changes will be posted. Although the buildings will be open for student use during the normal building hours, in the evening and on weekends, students will need their Campus Card to gain access.

Lockers
Individual student lockers are available for all students. A locker may be reserved for a $10 refundable deposit. Arrangements are made through the Law School Business Office. Students must use the lock assigned for the locker. Removal of the lock from the locker will result in the loss of the locker and the lock deposit. Empty lockers will be reassigned. Locks on lockers not assigned by the Law School will be removed. Students may have only one locker.

Graduates must be out of their lockers by July 31. Any items left in the lockers after this date will be discarded. Graduates must return their locks to the Business Office in order to receive a refund of their deposit.

Community Refrigerator
The SBA has a community refrigerator located on the first floor of Sullivan Hall. Access to this refrigerator is for Law School students only. In order to use the refrigerator, law students must obtain a key from the Business Office. A $10 deposit is required. All questions relating to the operation of the refrigerator should be addressed to the SBA.

Service Animals
Only working service animals are allowed in our buildings. All other animals are prohibited.

Room Reservations
Student organizations and student study groups who wish to use a classroom or other space in Sullivan Hall are required to reserve rooms in advance. Reservations for classroom or other community space can be made online through the student life website law.seattleu.edu/Student_Life/Plan_An_Activity.xml. Questions should be referred to the Event Planning office in the 2nd Floor Administrative area. Classroom space is available for students to use as study space when not being used for class or reserved for other events.

Reservations for the study rooms in the Law Library can be made at the Circulation desk located at the entrance of the Law Library.

Reservations for on-campus space outside of Sullivan Hall or the School of Law Annex are made at the Law School’s Event Planning Office located in the 2nd Floor Administrative area. All coordination for campus space outside of Sullivan Hall is done with the Law School’s office. If required to use space outside of Sullivan Hall, you may contact the Associate Director for Event Administration for assistance.

Student organizations renting off-campus space must first check with the Associate Dean for Finance and Administration. The Associate Dean for Finance and Administration must sign all rental agreements for off-campus space and services.

Policy Regarding Posting of Notices in School of Law Facilities
In order to maintain the appearance of our buildings and to avoid damage to surfaces, all notices, signs, posters, etc., including faculty and administrative notices and campaign signs for student elections, may be posted only in the following areas:

- on appropriate bulletin boards
- on lockers (with the permission of the “occupant”)

Notices, etc., may not be posted on walls, doors, windows, ceilings, or elevators.

Those posting notices are responsible for taking them down when they become outdated. Any notice
posted in violation of this policy will be removed. Any requests to deviate from this policy should be directed to the Associate Dean for Finance and Administration.

**Sullivan Docket**
The Dockets are the Law School’s electronic bulletin boards. These boards provide up to date information on activities and events in the School of Law. They include an announcement board, schedule of events for the day, a building directory, the WDOT traffic update, and the weather forecast. Four boards are located in Sullivan Hall, one on the court level, two on the first floor (located by the entrances), and one on the second floor and one board is located just inside the entry to the School of Law Annex. To post organizational information on The Docket, a Document Announcement Request form must be completed. The form is available through the student life website law.seattleu.edu/x4089.xml. If your announcement request is approved, you will receive confirmation by e-mail. The Dockets are also available for viewing electronically through http://dockets.seattleu.edu/

**University Posting Policy**
Student organizations wishing to post signs, notices, posters, and announcements on the Seattle University campus, outside of the School of Law facilities must comply with the Seattle University Posting Policy. All student related publicity must be approved and stamped at the Campus Assistance Center. The Campus Assistance Center is located in the Student Union Building. All publicity not displaying an approved stamp, or posted in an unauthorized location will be removed and discarded. Copies of the Seattle University Posting Policy are available in the Law School Deans’ Offices and in the SBA Office.

**Policy Regarding the Serving of Food**

**School of Law Facilities**
Any student organization planning to hold an event where food will be present that requires cooking, heating or refrigeration must see the Associate Dean for Student Affairs for approval. This policy applies to any sale of food in the building even if that sale is restricted to members of the law school community, as well as to receptions that are open to members of the law school or university community.

Student organizations may have bake sales. However, all food items must be individually wrapped prior to sale. Bake sales are permitted only on the court level of Sullivan Hall, with prior permission of the Associate Dean for Student Affairs.

Seattle University has a contract with Bon Appétit as the exclusive provider of campus catering services. Unless a waiver is approved by Bon Appétit (usually only in the event of a cultural event where Bon Appétit is not able to provide the requested food), no outside caterer is permitted in Sullivan Hall or on the Seattle University campus. Students may however, purchase prepared food to serve at their own events, including pizza. However, no external off site caterers can be used for food events held in any campus facilities.

**University Campus**
Students who wish to hold events outside of the School of Law facilities but on the Seattle University campus and who plan to serve food and/or alcohol must comply with the University Campus Event Procedures, copies of which are available in the Deans’ Office and the SBA Office.

**Procedures for Events Where Alcohol is Served, Consumed or Present**
This policy applies to all members of the Seattle University Law School community. The Event Administration staff will assist organizations in coordinating application requests, and Campus Safety and Bon Appétit services.

Sponsoring groups or individuals must complete and submit to the Associate Dean for Student Affairs two (2) weeks before the date scheduled for the event a Law School application for permission to Serve Alcoholic Beverages. Upon approval, the Associate Dean will issue a letter of permission to serve or consume alcoholic beverages.

In addition, if it is deemed necessary by the Associate Dean for Finance, the Associate Dean for Students, and/or the Event Office staff, two (2) weeks prior to the event, sponsoring groups or individuals must also notify the Campus Safety
Department and arrangements must be made to hire security as well as a server from Bon Appétit. Please note the number of security personnel as well as the number of servers will be determined based on the estimate of the number of attendees at the event. The expense of hiring security and servers will be the responsibility of the sponsoring group or individual.

The Banquet Permit must be posted in a visible place near the entrance to an event where alcohol is served or consumed. Only beer and wine are allowed to be served in the School of Law and on campus.

**Keys are not permitted either on campus or in the Law School. Hard alcohol may not be served anywhere on campus. Alcohol may not be served on campus prior to 3 p.m.**

**Policy Prohibiting Possession of Firearms or Deadly Weapons in Sullivan Hall**

No person may possess a firearm or deadly weapon (capable of inflicting a deadly injury) in Sullivan Hall whether the firearm or deadly weapon is concealed or not and whether or not the person has a permit to carry the firearm or deadly weapon outside of the Law School. Enforcement will be through the Dean’s office.

**PARKING REGULATIONS**


All cars parked on the Seattle University campus must display a valid Seattle University parking permit. The Public Safety Office issues parking permits, facilitates, and enforces parking control. Maps showing student parking areas are available in the Public Safety Office. Parking Division staff members also provide assistance with battery jump-starts.

The Parking Division is located within the Public Safety office in the University Services Building, 206-296-5992 or parkingservices@seattleu.edu. Hours are:

- Monday and Thursday 8:30 a.m. to 6 p.m.
- Friday 8:30 a.m. to 4:30 p.m.
- Closed Saturday/Sunday and University Holidays

**SAFETY**

**Safety and Security Services**

http://www.seattleu.edu/safety/

The Department of Public Safety provides 24-hour security for the university campus and its facilities. Security personnel are uniformed and easy to recognize, and are available to assist the university community in a variety of ways. Security officers provide first aid, safety escort services, and crime-prevention information; security officers investigate criminal incidents and make reports; assist in personal property identification; safety training; and provide the lost and found service for the campus.

Public Safety provides 24-hour safety escort services for students walking to bus stops, parking areas, or living quarters within a six-block radius of the main campus. Both foot escorts and security driven vehicle escorts (SU Nighthawk Service), are available upon request by members of the university community. The foot escort program is available 24 hours a day, and covers up to two blocks off campus. The vehicle escort program is available up to six blocks off campus. For more information, stop by Public Safety in the University Services Building – 24-hour walk-up window or call 206-296-5990.

Public Safety is located in the first floor of the University Services Building. For hours of business, please go to the following website:

http://www.seattleu.edu/safety/.

The communication center at this location is open 24 hours a day. Students may use campus phones, located throughout Sullivan Hall, to contact Public Safety.

- Non-Emergency Campus Phone: x5990
- Non-Emergency Off-Campus Phone: 206-296-5990
- Emergency Campus Phone: x5911
- Emergency Off-Campus Phone: 206-296-5911

**Sexual Misconduct - Physical or Sexual Assault**

The Law School affirms respect, responsibility and caring between students. Sexual misconduct on the part of students is a violation of state and federal law. Sexual misconduct is defined as non-consensual physical contact of a sexual nature, which includes
acts using force, threat, intimidation or advantage gained when the victim is incapable of consent by reason of being physically helpless or mentally incapacitated.

Note on consent: Because sexual misconduct between students often occurs in the context of the use of alcohol or other controlled substances, it is important to stress the critical significance of clear communication and levels of responsibility for behavior while under their influence. Individuals are responsible for their behavior when they are drinking, and drinking is never an excuse for unacceptable behavior. However, lack of consent can exist if a person is too intoxicated to freely agree to have sexual intercourse or contact.

Seattle University offers prevention programs, education and information about sexual misconduct through the Seattle University Safety and Security Office, the Wellness and Prevention Center and its peer educator program, the Women’s Center and the Student Counseling Center.

If you have been sexually or physically assaulted, you are encouraged to immediately contact local support services:

Seattle Police Department 911 (from campus 9-911)  
Harborview Sexual Assault Center 206-223-3074  
Seattle University Counseling Center 206-296-6090  
King County Sexual Assault Resource Center 800-825-7273  
Public Safety 206-296-5911

On-Campus Reporting Procedures
A victim of a sexual offense on campus is strongly encouraged to notify the crimes-against-persons officer in Public Safety (room 102, University Services Building, 296-5990; for emergency, call 296-5911). Once the sexual offense is reported, Public Safety will notify appropriate university officials or third parties who are identified as having a need to know. The primary role of Public Safety in a sexual offense incident is to collect information in an unbiased manner and preserve all relevant evidence. Public Safety notification procedures may vary depending on certain factors such as whether the alleged assailant is a member of the university community, whether the incident took place on or off campus, and whether the victim wishes to remain anonymous.

If a victim of a sexual offense wishes to remain anonymous, Public Safety will take a “third-person” report. This report allows a person to provide a detailed report about the offense without the obligation of pursuing an investigation and/or pressing charges. The university cannot fully investigate or initiate disciplinary action against the alleged offender based on a third-person report. However, reporting is still encouraged, as it may provide important information for protecting the community at large.

Off Campus
When a sexual offense occurs off campus, the investigative authority of Seattle University Public Safety is limited. However, Public Safety does work in close cooperation with the Seattle Police Department in investigating the complaint. The same reporting and notification process as for an on-campus incident will occur. If the assailant is a Seattle University student, faculty, or staff member, the university may, at its discretion, suspend disciplinary action or related proceedings until the Seattle Police Department investigation and/or court action is complete.

Confidentiality
Every possible effort shall be made to ensure the confidentiality of information received as part of the university reporting procedure. Whenever possible, the name of the victim will be withheld if the victim so desires. Action requiring disclosure of the victim’s identity or identifying the victim in some manner will normally not take place without the victim’s consent, unless it is necessary to protect the health or safety of students or other persons. If so, the victim will be informed.

EMERGENCY CLOSURE PROCEDURES
In the event of an emergency closure of the Law School, announcements of closure will be broadcast beginning at 6:30 a.m. on radio stations KIRO (AM 710), KOMO (AM 1000) and KNWX (AM 770) and television stations KIRO (Channel 7), KOMO (Channel 4) and KING (Channel 5). Seattle University’s News and Information Line (206-296-
2000) will also carry emergency closure information. The law school website will also be updated with information as it becomes available, at law.seattleu.edu.

In the event of an emergency on campus, Seattle University has subscribed to e2Campus to send time-sensitive emergency communication to students, faculty and staff who opt-in. By employing a variety of electronic communication tools, such as text messaging, e-mail and RSS feeds, emergency messages can be sent simultaneously to registered campus community members via cell phone, home phone, and Wi-Fi-enabled devices. To opt-in to receive these alerts, register at http://www.seattleu.edu/safety/Inner.aspx?id=11354

Reasons for closure would include such conditions as inclement weather, disaster, epidemic illness, volcanic eruption, power outage, fire, earthquake, etc. Please note that in the case of a weather-related closure every effort will be made to make a decision to close by 6:30am for that day and by 3pm for evening classes for an evening closure. However, the Puget Sound region is made up of many unpredictable microclimates, and at times a decision to close may need to be made at a later time due to changing weather conditions. The School of Law will follow the closure schedule of the University except during the Reading and Exam Periods. During these periods students will need to check the web site for updated School of Law notices.

In the event that students cannot make it to the Law School for a weather related reason when the Law School is open they need to contact the Associate Dean for Student Affairs about their absence.

EARTHQUAKE AND EMERGENCIES

The Disaster/Emergency Response Plan is designed to consider all hazards to which the campus and its community members may be vulnerable. These include, but are not limited to: high wind, rain and snow storms, fire, earthquakes, hazardous material releases, bomb threats, airliner disaster, major loss of utilities, civil disorder, epidemics, or combinations of the above. This plan expresses the guidelines the university will follow to institute and carry out comprehensive emergency management.

Specifically in the event of an earthquake, all students, faculty, and staff are to exit Sullivan Hall and gather at the flagpole to assess the situation. The long-term emergency site for Sullivan Hall is Championship Field, located across from Connelly Center, where information and medical assistance will be available. The School of Law Annex gathering site is across the street from the northeast corner of the building.

A complete copy of the plan is available at the Campus Safety Department and Facilities Services.

SMOKING POLICY

It is the policy of the Law School and Seattle University that students, faculty and staff are entitled to study and work in areas that are free of tobacco smoke. Therefore, smoking is prohibited throughout campus facilities. This includes offices, classrooms, restrooms and all common areas. In order to eliminate second hand smoke entering the buildings, smoking within 50 feet of any entrance is prohibited.