



Number: UWF/REG 5.020
Title: Trespass and Access to University Property
Responsible
Department: University Police Department

I. General Statement

The University of West Florida (the “University”) is committed to providing an orderly and safe environment for its faculty, staff, students, and visitors. Visitors and guests are welcome on University Property as authorized by this regulation. The University Police Department and its officers are authorized to communicate a Trespass Warning.

II. Definitions

Authorized University Business – activity that furthers the mission and purpose of the University and that has been approved by the appropriate University officials.

Common Areas – University Property generally open to non-University persons including, but not limited to, the library, food service areas, bookstore/retail areas, theater, and specific sports areas. These areas are considered Common Areas only at the times they are open to the public.

“Non-University Persons” – all persons who are not classified as University Students or University Persons including, but not limited to, admitted but not enrolled students, visitors, invited guests, job applicants, students of other institutions, employees of other entities, persons who have applied but have not been admitted to the University, and anyone else not meeting the definition of University Persons.

Trespass Warning – a document issued by a designated University authority providing notice against entering or remaining in or on University Property.

University Persons – community members who are faculty, staff, other employees, volunteers or agents of the University, and persons on University Property fulfilling contractual obligations with the University or authorized members of registered University organizations.

University Property – all campuses and centers operated by the University, including all buildings and grounds of such campuses and centers, and all locations, buildings, or grounds utilized by the University for Authorized University Business, whether owned, leased, or controlled by the University.

University Students – all persons enrolled at the University of West Florida, either full-time or part-time, degree seeking or non-degree seeking.

III. General

- A. Non-University Persons are allowed to use the Common Areas of the University during normal business hours and are allowed to attend lectures, plays and other activities on University Property when such attendance is permitted by the sponsoring organization. Non-University Persons are permitted in non-Common Areas of the University, including offices and administrative areas only when expressly invited or on Authorized University Business.
- B. University Students may access all Common Areas of the University and other University Property open and available to students for Authorized University Business. Only University Students registered for a class may attend that class unless express permission of the instructor is granted.
- C. University Persons may access all Common Areas of the University and other campus areas open and available to University Persons for Authorized University Business.
- D. Except as otherwise noted herein, athletic, intramural and recreational facilities are for the use of University Students, University Persons, and their authorized invited guests. Identification may be required for the use of these facilities. If a guest is not accompanied by the University Student or University Person, the guest may be asked to leave. Refusal to do so may result in a Trespass Warning.
- E. University tennis courts, outdoor track, and cross-country trails are open for public use when not in use for intercollegiate athletics, intramural programming, or academic instruction. Non-University Persons may be asked to leave to accommodate priority use of these facilities. Refusal to do so may result in a Trespass Warning.
- F. No person is permitted in a residence hall except authorized University Persons, resident University Students, and resident University Students' invited guests in accordance with University Housing visitation and guest policies. Identification may be required for entry to and use of these facilities. Resident University Students must accompany their guests at all times. If a guest is left unaccompanied, he or she will be asked to leave. A guest's refusal to leave may result in a Trespass Warning.
- G. Any person on University Property who, in the sole discretion of the President, the President's designee, or the University Police Department, may be directed to leave the property and/or issued a Trespass Warning by the University if that person is doing one or more of the following:
 - 1. Violating the law.

2. Violating any University regulation or policy, including, UWF/REG 3.010, Student Code of Conduct, or HR-22, Employee Standards of Conduct.
3. Whose continued presence may adversely affect the health, safety, and welfare of the University Community.
4. Prowling or loitering.
5. Not using University facilities in an appropriate manner.
6. Obstructing traffic or impeding entry or exit.
7. Damaging property.
8. Creating hazardous or unsafe conditions.
9. Disrupting University operations.
10. Making threats toward any person or University Property, whether expressed or implied.
11. Creating an atmosphere not conducive to the use of University facilities by others.
12. Camping, staying in a tent, or sleeping outdoors overnight unless it is part of a University-sanctioned event. *See also* UWF/REG 5.050, Speech, Assembly, and Public Expression on Campus.

H. Violation of a Trespass Warning may result in arrest and appropriate criminal prosecution.

IV. Appeals

- A. A Trespass Warning may be appealed. An individual wishing to appeal the warning must file a written appeal with the University Police Department within 14 calendar days of the date of issuance of the Trespass Warning. The written appeal should include: the name of the person appealing, the reason for the person's presence on campus, the reason the person was issued the warning, the reason the person believes the warning was issued in error and the name of the issuing employee. The Trespass Warning will remain in effect during the course of the appeal process. The appeal will be reviewed by the Chief of Police or the Chief's designee. The decision of the Chief of Police or the Chief's designee will be provided to the person appealing within 14 calendar days after the submission of the written appeal.
- B. Individuals not satisfied with the result of the appeal to the Chief of Police may proceed to the next level by filing a written appeal with the Vice President for Finance and Administration ("Vice President-F&A") within 14 calendar days of being informed of the

decision of the Chief of Police. The person appealing should submit a detailed written statement of the basis for the appeal explaining why the decision of the Chief of Police was in error, and provide any relevant documents, photos, witness statements, data, or other items to be considered.

- C. After receiving the written appeal, the Vice President-F&A or their designee may: 1) request additional information or documentation from any involved party for further consideration; 2) schedule a meeting with the parties involved; or 3) uphold or reverse the issuance of the notice or Trespass Warning based on the information received.
- D. The Trespass Warning shall only be invalidated or modified by the reviewing official if, in the official's sole discretion, the requesting individual has shown by clear and convincing evidence that the underlying reason for the Trespass Warning did not occur or does not warrant the Trespass Warning as it was issued.
- E. The Vice President-F&A or their designee will notify the person appealing of his/her decision within 14 calendar days. The decision of the Vice President-F&A or their designee is the final decision of the University and may not be appealed.

V. Reconsideration

A Trespass Warning may remain in full force and effect for an indefinite period or for a defined period indicated in writing on the Trespass Warning document. A request for reconsideration may be made in writing no more than once every six months from the first issuance. The Trespass Warning may only be lifted after reconsideration by the Chief of Police or the Chief's designee. Persons subject to Trespass Warnings shall direct reconsideration requests to the Chief of Police. Reconsideration shall only be granted by the reviewing official if, in the official's sole discretion, the requesting individual has shown by clear and convincing evidence that the underlying reason for the Trespass Warning is no longer a concern and no other reasons exist to keep the Trespass Warning in force. The passage of time, in and of itself, shall not serve as the basis for revoking the Trespass Warning.

VI. Statutory Authority

Nothing in the foregoing shall preclude or be interpreted to preclude or otherwise diminish the exercise of the statutory authority of University Police officers to arrest in accordance with the laws of this state any person for violation of state law or applicable county or city ordinances when such violations occur on any property or facilities that are under the jurisdiction of the University Police.

Approved by the Board of Trustees & Effective Date: September 18, 2025

Authority: Board of Governors Regulation 1.001
§1012.97, Florida Statute

History: Adopted June 2014; revised September 2025

Last review: September 2025