



Visitor Policies and Guidelines

Purpose: The visitor policy outlined below is designed to ensure the safety, security, and smooth functioning of Brooklyn Law School while providing a welcoming environment for guests, including prospective students, alumni, professional colleagues, and community members.

General Guidelines:

- a. Visitors must comply with all applicable laws, regulations, and policies of Brooklyn Law School.
- b. Visitors are expected to conduct themselves in a respectful and professional manner at all times.
- c. Visitors are required to register with the designated office or personnel upon arrival.

Authorized Visitors:

- a. **Prospective Students:** Prospective students are welcome to visit Brooklyn Law School by appointment. They must schedule their visit in advance through the Admissions Office. Prospective students may attend information sessions, campus tours, or scheduled meetings with faculty or staff.
- b. **Alumni:** Alumni are encouraged to visit Brooklyn Law School and engage with the community. They may visit campus to use the library facilities without prior approval.
- c. **Professional Colleagues:** Visitors from other academic institutions, legal organizations, or professional associations are permitted with prior approval.
- d. **Invited Speakers and Guests:** Individuals invited to deliver lectures, participate in conferences, or engage in other official events at Brooklyn Law School are considered authorized visitors. The hosting department or organization is responsible for coordinating their visit and ensuring compliance with this policy.

Access and Identification:

- a. All visitors must sign in and obtain a visitor pass at the designated location upon arrival. The visitor pass should be prominently displayed at all times while on the premises.
- b. Visitors may be required to present a valid government-issued photo identification upon request.
- c. Visitors must adhere to any specific access restrictions or designated areas indicated by signage or Brooklyn Law School personnel.
- d. Alumni of Brooklyn Law School are invited and encouraged to use the Brooklyn Law School Library. The library is open to Alumni when the circulation desk is staffed. For a full listing of library circulation desk hours, please consult our library website: <https://www.brooklaw.edu/library>. Library policies and procedures, including the library access policy, can be found at: <https://guides.brooklaw.edu/LibraryOverview/Access>

Safety and Security:

- a. Visitors are subject to reasonable security measures implemented by Brooklyn Law School, such as bag checks, to ensure the safety of the community.
- b. Unattended bags, packages, or suspicious items should be reported to Brooklyn Law School personnel immediately.
- c. Any emergencies or security concerns should be reported to Brooklyn Law School security or appropriate authorities.

Conduct and Privacy:

- a. Visitors should respect the rights, privacy, and dignity of others on Brooklyn Law School premises.
- b. Recording devices, including but not limited to cameras, audio recorders, or cell phones, may only be used with the explicit permission of Brooklyn Law School personnel or event organizers.
- c. Visitors should not disrupt or interfere with the normal operations of Brooklyn Law School, including classes, meetings, or events.

Parking and Transportation:

- a. Visitors should plan to park at any of the local parking garages. There is one under 205 State Street, Feil Hall (MP Together, LLC)
- b. Alternative transportation options, such as public transportation or rideshare services, are encouraged whenever possible.

Compliance and Enforcement:

- a. Failure to comply with this visitor policy may result in denial of entry, removal from the premises, or other appropriate actions.
- b. Brooklyn Law School personnel and security staff are authorized to enforce this policy and take necessary measures to ensure compliance.

This visitor policy serves as a guideline, and Brooklyn Law School reserves the right to modify or revoke it at any time. Visitors are responsible for reviewing and abiding by the most up-to-date version of the policy.

By entering Brooklyn Law School premises, visitors acknowledge their acceptance of and agreement to comply with this visitor policy.

Please note that this visitor policy does not cover students, faculty, or staff, as separate policies and guidelines may govern their activities within Brooklyn Law School.

Date of Last Revision: May 2023

