

BUILDING ACCESS HOURS | SCHOOL OF THE MUSEUM OF FINE ARTS
230 The Fenway and 160 St. Alphonsus (Mission Hill Bldg)
2015–2016 Academic Year

All students, faculty and staff are required to have an SMFA or MFA ID with them at all times when on School premises. You will be denied access to School facilities without an ID.*

*Current students who come to the School without an ID will be directed to Student Affairs to obtain a new or temporary ID. Faculty and staff who come to the School without an ID must sign in at the guard's desk and receive a security sticker for identification. Guest visiting the building must be signed in at the guard's desk and escorted at all times.

ACADEMIC YEAR ACCESS: FALL TERM (9/2 – 12/18) and SPRING TERM (1/14 – 5/17)

Hours of Operation:

- SMFA Administrative Offices Open: Monday – Friday, 9 am-5 pm
- Open to Public (Library, store, exhibitions/gallery): Daily. Hours vary for services; buildings open at 8 am.
- Student Access (w/out overnight permit): Daily. 8 am – 12 midnight

Holidays + Exceptions to the Above:

Columbus Day (10/13)	Building closed to public, except for Grossman Gallery. Building access and overnights permitted.
Veteran's Day (11/11)	Building closed to the public. Building access and overnights permitted.
Thanksgiving (11/27)	Both buildings closed to all students, faculty, and staff, except for facilities and protective services personnel. Overnights are not permitted from 11/26-11/28.
Winter Break (12/19 – 1/13)	Buildings open 8 am-6 pm, except for Christmas Day and New Year's Day. Overnights are not permitted for either building. Note that access to some rooms may be limited or denied based on facilities or other work in progress.
Christmas Day (12/25)	Both buildings closed to all students, faculty, and staff, except for facilities and protective services personnel.
New Year's Day (1/1)	Both buildings closed to all students, faculty, and staff, except for facilities and protective services personnel.
Martin Luther King Day (1/19)	Both buildings closed to the public. Building access permitted; overnights not permitted.
President's Day (2/16)	Both buildings closed to the public. Building access and overnights permitted.
Spring Break (3/16-3/20)	Both buildings open 8 am-12 midnight. Overnights are not permitted.
Patriots Day (4/20)	Both buildings closed to all students, faculty, and staff, except for facilities and protective services personnel. Overnights are not permitted on 4/19 or 4/20.

Overnight access policy:

Overnights are permitted with permission beginning in the second week of each semester through the last day of Review Boards (9/15 – 12/18 **and** 1/26 – 5/7), except as noted above. Overnight permits are required for all students regardless of program who wish to be in the main building past midnight. Graduate and Post-Baccalaureate students do not need an overnight permit to access the Mission Hill Building during off hours, but must sign in at the front desk if entering or staying past midnight. There are several days during the fall and spring semester when overnights are not permitted for any student in either building. Please see **Student Handbook** for the full overnight access policy and permit signature process.