The purpose of this policy is to provide guidelines for visitor management at Pace

Pace University is committed to preserving the safety of its students, staff, and faculty by ensuring only authorized personnel enter the downtown campus. This policy and associated procedures are in-place to facilitate a deliberate access control process for visitor management.

This policy applies to all guests seeking to visit the Pace NYC downtown campus.

Pace staff and faculty have options for registering their visitors seeking to enter **Pace Plaza and 41 Park Row** on the NYC Campus:

1. **Pre-register your guest(s) online.** Faculty or staff can utilize the online portal to pre-register guests. When the guests arrive, they will check-in at the lobby kiosks at One Pace Plaza and/or 41 Park Row, receive a guest pass, and seamlessly enter through the turnstiles. Pre-registration can be accomplished via the Pace Portal.

2.   -   If an unannounced guest arrives as a walk-up, upon arrival, the guest can check-in at the lobby kiosks at One Pace Plaza and/or 41 Park Row. At this point, the security officer will make telephone contact with the host of the guest in order to ensure that they are expecting the guest. Once confirmed, the guest will be granted entry through the turnstiles. If the host is not present, or if Security cannot make contact with them, the walk-up guest will be denied entry.

Visitors to **all other downtown NYC academic and administrative facilities** must be pre-announced via the Pace University ITS Online Help Desk   **or** if arriving as an unannounced walk