

# Facilities Fact Sheet

Welcome to the Ivy Tech Community College – Kokomo Campus, we are happy to have you as a guest on our campus. Please read through this document and share this information as needed.

## Parking / Drop Off Zone

- Parking is allowed in designated parking spaces only. Parking spaces in front of our buildings are clearly marked. Non-marked areas in front of the building are ~~not for parking. They are~~ loading areas for deliveries and for our campus visitors with disabilities to be able to access sidewalks that lead to our building entrances. Please be mindful of this as you come to campus. There is ample parking on the Kokomo Campus, please be aware that the front drive off Morgan Street is one-way going south along the Main Building and then north going along the Health Professions Center. Please follow all directional signage for your safety. The entrance and exit off of Morgan Street is one way only.
- When parking, especially if you have vehicles with extended beds, hitches, etc., please be mindful that your vehicle is not extending into the sidewalk and blocking access. We have campus community members and visitors who need sidewalk space to navigate (e.g., those using wheelchairs) and when vehicles are blocking sidewalks, they are unable to do so.

## Smoking Policy

In compliance with Indiana state law, all Ivy Tech campuses and buildings are non-smoking facilities. Smoking is only permitted on the public sidewalk along Morgan Street.

## Security Issues

Ivy Tech Community College – Kokomo has a low occurrence of criminal activity. However, anyone who has been a victim of or a witness to a criminal activity which occurred on any of the grounds or facilities of Ivy Tech is encouraged to report this information to one of the following:

- Kokomo Campus security (765-271-5502 ext. 7445) or call 911
- There are Blue Call Boxes located across the Kokomo Campus (connected to 911)

## Facilities (trash, restroom restocking/cleaning)

Please contact our facilities director at 765-252-5555 or maintenance personnel at 765-252-5556, if trash cans are full, a spill or other mess has occurred, or if the restrooms need cleaning or supplies restocked.

## Wireless internet

Ivy Tech Community College offers free guest wireless access in our campus buildings. Guests should select the "IvyGuest" network connection.

- If you're connecting to IVYGuest, simply acknowledge the agreement by clicking the button.
- If the webpage does not launch automatically, open a web browser and visit the URL <https://guestwireless.ivytech.edu/>

## Campus Closing and Delays

Ivy Tech closings and delays due to inclement weather or other emergencies will be communicated via the methods listed below.

These include:

- Kokomo: WZWZ/WIOU/WMYK and WWKI
- Logansport: WHZR/WLHM/WSAL and WLF1-TV
- Peru: WARU and WKUZ
- Rochester: WROI
- Indianapolis: WTHR-TV

## Severe Weather

Move to an interior room on the lowest level (restrooms are generally the best place to go on campus). Stay away from windows and exterior doors and listen to a weather radio or weather app for updates.

## First Aid

The first aid area is located in each building with the administrative assistant.

- Main Building – Information Center, Security Office, Administrative Hall, Learning Resource Center
- Health Professions Center – Robotics, 4.0 Lab, Second Floor Reception, Dental Reception
- Industrial Technology – Entrance to Welding, East and West Walls
- Agriculture & Automotive Center – Outside room 606

## Lost & Found

If you have lost or found any possessions, please contact the Information Desk in the Main Building.

- 765-459-0561

## Children on Campus

We understand at times it may be necessary to bring children to the college. Children must remain with their parents or guardian and may not be left unsupervised for any reason.

## Other Housekeeping Items

Guests to campus agree that its use will be orderly and that all laws of Indiana and all policies of Ivy Tech Community College will be fully complied with.

These include, but are not limited to:

- No weapons.
- No drugs or controlled substances.
- No alcoholic beverages will be sold or consumed.
- The use of pyrotechnics, open flames, and fogging equipment is prohibited.
- No Helium balloons, glitter, and confetti.
- Nothing is to be taped to the walls.

## Service Animals on Campus

### Ivy Tech's Inquiries Regarding Service Animals

In general, Ivy Tech staff will not ask about the nature or extent of a person's disability but may make only two inquiries of a person with a service animal. If a Service Animal's role is not apparent by observation, Ivy Tech staff may ask:

- Is the animal required because of a disability?
- What service does the animal perform for you?

Generally, Ivy Tech may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

### Control Requirements

- The animal must be on a leash at all times. It should never be permitted to wander around off leash except if the animal is working.
- The handler/partner must be in full control of the animal at all times.
- The animal must be as unobtrusive as possible.
- Specific guidelines may apply in kitchens and food preparation areas.