

Juilliard

Title:	Juilliard-Issued Identification (ID) Card Policy
Policy Owner:	Department of Public Safety
Contact Information:	Room 230 Main Building (212) 799-5000 x 246 publicsafety@juilliard.edu
Applies to:	All Juilliard faculty, staff and students, including College, Pre-College, MAP and Evening Division
Effective Date:	March 1, 2018

All Juilliard faculty, students and staff in good standing are issued a photo ID. These IDs are programmed to work with card readers that are linked to the School's centrally managed access control system. The ID confirms that the individual in possession of the ID is affiliated with The Juilliard School. When the ID is activated, it facilitates access to the Irene Diamond Building as well as restricted areas inside the building, provided the individual is authorized to enter those areas. New students are issued IDs during new student orientation and registration.

ID Regulations

- IDs may not be shared. Students may only use the ID that was issued to them by the School.
- Students must show their ID to any School official or Public Safety Officer upon request.
- Juilliard students should have their ID with them at all times while inside the Irene Diamond Building.

ID Display

- Students are encouraged to display their ID while inside the Irene Diamond Building, especially during evenings and weekends.
- IDs should not be displayed outside the Irene Diamond Building.
- Juilliard lanyards and ID card holders are provided at no cost.

IDs and Practice Rooms

- Students are required to reserve practice rooms. The ID of the student who reserved the practice room must be placed in in the room window when that room is in use.
- If multiple students are practicing in a room or studio space, all student IDs should be displayed.

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ID Administration

- If a Juilliard student in good standing has not been issued an ID or has forgotten their ID, the student must register with the Department of Public Safety at the Main Desk, located at the 65th Street entrance of the Irene Diamond Building.
- Lost or stolen IDs must be reported immediately by contacting the Department of Public Safety (Room 230 or the Main Desk at 65th Street), the Facilities Department (Room 232) or by calling 212-799-5000 ext. 311. An ID that has been reported lost or stolen will be immediately deactivated.
- Replacements IDs are obtained through the Facilities Department. Anyone requesting a replacement ID must show a photo ID (e.g., driver's license, passport) before a new ID is issued. The replacement cost is \$50 and includes a new lanyard and card holder case.
- If a student forgets his/her ID three (3) or more times, he or she may be subject to disciplinary action and/or a fine.