University Schools

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually in December	**Visitors and Packages**	**3.222**	**June 2025**
		Rescinds: **301**	Issued:

If an employee would like to have a visitor on our campus, approval from the Executive Director or their designee must be sought and granted in advance. All visitors must sign in and out at the front desk, display a guest pass, and adhere to school policies while on campus. The University of Memphis has the right to inspect all packages and parcels entering and leaving the premises.