

University Schools

Monitoring: Review: Annually in December	Descriptor Term: Visitors and Packages	Descriptor Code: 3.222	Issued Date: 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.