



Title: ADMITTANCE TO BUILDINGS AFTER NORMAL
BUSINESS HOURS

Code: GG0304

Policy Reference: G0300 Safety and Security

To provide a safe and secure workplace for all employees, those who are required to be on campus after normal business hours, must obtain the authorization of their division Vice President or Executive Director and the approval of the Director of Public Safety prior to gaining access.

To Gain Access to any MATC Facilities After Normal Business Hours

1. Personnel requesting access must submit the request in advance to their division Vice President or Executive Director, who will then submit authorization to the Director of Public Safety. The request must specify a location, date and time for access and name of the individuals with permission to enter.
2. Once approved, the Director of Public Safety (or designee) will facilitate access with on-duty Public Safety Officers. The individual with approval must be present and able to provide identification at the specified campus location, date and time or Public Safety officers will not grant access. .
3. Students and student workers will not be granted access without the presence of their immediate supervisor or faculty member in charge.
4. Contractors, vendors and individuals not affiliated with MATC but using MATC facilities must have their MATC contact submit the written request for prior approval, including any access to additional rooms, auditoriums, etc within the campus.
5. The Public Safety officer on duty will meet individuals with prior approval, at the designated time to allow access..
6. Requests for access on Sundays and holiday weekends should be limited to rare occasions when activities can not be conducted at any other time.
7. Public Safety can be contacted at 414-297-6588.

Office of Responsibility: Public Safety Department
Last Reviewed: Jun-2021