



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: ADMITTANCE TO BUILDINGS DURING
NONSCHOOL HOURS

Code: GG0304

Policy Reference: G0304, Employee Environmental Health and Safety

To provide a safe and secure workplace for all employees, those who are not required to be within the buildings of the Milwaukee Area Technical College during nonschool hours must obtain the authorization of their manager/dean and the approval of the chief of Public Safety to gain access to MATC facilities at these times.

To Gain Entrance at the Milwaukee Campus - Nonholiday Weekends and Nonschool Hours

1. Personnel requesting that a room be opened at a specific time must be present or Public Safety officers will not open the room.
2. Public Safety officers will not open rooms for students/student workers.
3. People not affiliated with MATC but using MATC facilities who request opening of rooms, auditoriums, etc., must have their MATC contact submit a written request for prior approval.
4. The Public Safety officer on duty will meet the person(s) requesting access, at the designated time, to allow entrance.
5. Requests for Sundays and holiday weekends, when all buildings are secured, will be denied.
6. Public Safety officers may be contacted at 297-6200.

Sundays

1. There will be no entry for employees other than those on the Management Council. Prior notification to the Public Safety Department is required and arrangements must be made with the Public Safety officer on duty by calling 297-6200.

Regional Campuses

1. Arrangements must be made through the Operations managers.

Holiday Weekends

The facility is closed on holidays and holiday weekends. No one should be in the facility except for emergencies.

Office of Responsibility: Administrative Services Division - Public Safety