

NMRSD Facility Use Guidelines

Building Access

All facility use by non-district groups or by any group outside of school hours must be requested and approved through the MLSchedules application. All other guidelines assume the request has been processed and approved.

Building Access

To ensure building and student safety, district building doors may not be propped open or unlocked while unattended at any time by either district staff nor by any group utilizing district facilities.

For initial entry by event organizers, coaches, directors, or group leaders:

- During school hours building access will be granted by the school office through the main entrance of the building.
- District coaches, directors, and extracurricular advisors may request electronic access for afterschool and weekend activities.
- Community groups that regularly use district facilities for ongoing events may request electronic access for afterschool and weekend events. Access can be granted through the free Verkada Pass bluetooth app to specific adult leaders within the group, such as coaches or directors. Information required includes the group leader's **first name, last name, email address, the specific buildings where access is needed, and an end date** for access to be discontinued. Access will not include during the school day, nor any hours past 10pm.
- Groups that use district facilities for one-time events must include the name of any contacts who may require initial building access on the facility use request form. A building custodian will allow access to the named contact only.

Note: Building alarms are separate from building access. Building access is monitored and logged for security purposes. No one should enter a building without prior approval and no one should enter parts of a building that have not been approved for that event.

For participant building access:

- It is the responsibility of the event organizers or group leaders to have an adult monitor any entrance in use and provide access to participants.
- A group may request to have a specific door unlocked for a one-time event provided the group specifies the start and end times for the door to be unlocked AND the group has an adult representative assigned to monitor the door through that time to ensure no unauthorized access. This request must be included in the Facility Use Request and it will only be approved once any other groups with space reserved in the building at an overlapping time have been notified and provided their approval.
- **No doors may be propped open or unlocked while unattended at any time.**