



Procedures for building access after school hours and security reminders:

1. Upon receiving approval for your activity confirm your anticipated arrival time with the following staff:
 - Beechwood School -- Mrs. Brown at mbrown@mountainsideschools.org
 - Deerfield School -- Mrs. Kelly at rkelly@mountainsideschools.org
2. Secretarial staff will be available to buzz you in at the front door until 4:00 pm.
3. **If you are arriving after 4:00**, you will be met by a custodian at the preferred door that you designated on your building use form, in order to gain access. PLEASE NOTE: The custodial staff will be at the door to meet you at the time you have provided to the front office. If you expect to be later than the anticipated time you **MUST** contact the school office before 3:30 so that the custodial staff can be made aware of any changes.

Beechwood School: (908) 232-8828 Ext. 200, mbrown@mountainsideschools.org

Deerfield School: (908) 232-8828 Ext. 300, rkelly@mountainsideschools.org

4. As the activity supervisor you, or your designated person, are responsible for meeting any participants for your activity at the door. If you are using the Deerfield gymnasium or media center for your activity you may use the door that leads to the back parking lot as the designated entrance for your participants. **You MAY NOT prop open any doors at any time.**
5. **You may utilize ONLY the spaces that have been approved for your use.** It is your responsibility to ensure that all participants remain in the designated areas and do not attempt to access other portions of the school building. If people are found to be in an area not designated for use, they may be asked to leave the premises. If this becomes a regular occurrence, your group may be denied the use of the building.
6. You are responsible for cleaning up your space to the best of your ability at the end of your activity.

Thank you for your assistance with these procedures and for helping to maintain the safety and security of your participants and our schools. **Please share these requirements with all members of your groups and remind them that implementing these procedures is a condition of your building use approval and must be followed.**