

# MOUNTAINSIDE SCHOOL DISTRICT

## **Procedures for building access after school hours and security reminders:**

1. Upon receiving approval for your activity confirm your anticipated arrival time with Denise Barone at [dbarone@mountainsideschools.org](mailto:dbarone@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 Mrs. Barone. If you expect to be later than the anticipated time you **MUST** contact the school office before 4:00 so that the custodial staff can be made aware of any changes.

Beechwood School: (908) 232-3232 Ext. 200

Deerfield School: (908) 232-3232 Ext. 300

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 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.

**This request is approved with the understanding and agreement that all health and safety guidelines set forth by the State of New Jersey and/or the Department of Health will be in place and strictly enforced as required for your sport or activity. In addition to any sport specific requirements, all participants and spectators must follow applicable social distancing and face covering mandates. Failure to follow and enforce all aspects may result in the loss of your building/field use approval.**

Thank you for your assistance with these procedures and for helping to maintain the safety and security of your participants and our schools.