



Building Perimeter Access Control Policy

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Policy Owner	University Facilities
Responsible Office:	Access Control and Security
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Policy Stakeholders: This Policy outlines the University's approach to balancing security and accessibility across campus buildings. It establishes clear guidelines for how the University will secure the perimeter of its facilities while ensuring that authorized members of the campus community—such as students, faculty, staff, and approved visitors—continue to have appropriate and necessary access to those spaces. The Policy aims to enhance safety without compromising the operational needs or daily activities of the University community.

I. Policy Statement/Scope/Rationale

Montclair State University is committed to maintaining a secure and welcoming campus that promotes academic excellence, fosters independent thought, and encourages community engagement. The **Building Perimeter Access Control Policy** establishes parameters and standards for access to campus buildings, supporting the safety of all community members, protecting physical and intellectual property, and meeting the operational needs of the University.

The procedures outlined in this Policy broadly apply to all academic and administrative buildings and spaces owned, leased, and operated by Montclair State University and Bloomfield College of Montclair State University. It does not apply to the Student Center, the Student Recreation Center, or Residential and Athletic Facilities, which are managed and secured by the Division of Student Development and Campus Life, in accordance with its internal policies and procedures. It does not apply to University Libraries or specific performance spaces.

II. Definitions

Access Control System (ACS): University-managed electronic system controlling door schedules and card-based access. **Perimeter Doors:** Exterior doors that provide entry into a building. **Secured Hours:** Times when buildings are locked and card access is required. **Authorized User:** An individual granted access through the ACS based on their role/need.

III. Policy and Policy Description

A campus-wide electronic access system controls access to the perimeter doors of campus buildings. During secured hours, user permissions to enter these buildings require both authorization and a valid university ID card. All swipe access is logged and traceable.

Building Access Schedules

Access Hours

Campus academic and administrative buildings, except for **Cole Hall**, will follow these standard access hours:

- **Monday through Friday:** Unlocked from 6:30 a.m. to 8:00 p.m. (excluding University holidays).
- **Saturday and Sunday:** Unlocked from 6:30 a.m. to 6:00 p.m.

Outside of these hours, buildings will be locked to ensure life safety and protect University assets and property.

Cole Hall will operate on a separate schedule:

- **Monday through Friday:** Unlocked from 7:00 a.m. to 6:00 p.m.
- Locked outside of these hours.

During specific periods, such as when Enrollment Management or Red Hawk Central operate with extended hours, Cole Hall will remain open as scheduled to accommodate those needs.

If a scheduled event within any building continues beyond the standard closing time, the building will remain unlocked for **one additional hour after the event concludes**. After this time, it will automatically lock.

Locking and Unlocking Responsibilities

In certain areas, designated staff within specific units or departments are responsible for scheduling and routine locking and unlocking, as well as managing access for special events, in coordination with Facilities Access Control personnel. This level of localized access management may continue, provided it is executed in a manner that aligns with and adheres to the policies and procedures outlined in this Policy.

Changes to Access Schedules

Any changes to a building's perimeter access schedule must be submitted to Facilities Access Control at least one week in advance of the scheduled change. A request email must be sent to accesscontrol@montclair.edu. Include: building, doors/areas, dates/times, justification, and responsible contact.

User Access

Faculty and Staff Access

Faculty and staff have 24-hour access to the academic building perimeter doors using their MSU ID.

Student Access

Student ID access to building perimeters disables automatically after 11:00 p.m., except for:

1. Designated 24/7 music practice spaces
2. Approved research laboratories
3. Facilities with documented 24-hour access needs

Students must exit academic and administrative buildings at 11:00 p.m., unless specifically authorized to remain.

Access Credential Expectations

Faculty, staff, and students are required to carry their university ID card at all times. The University will not dispatch emergency or access personnel to grant access to individuals who have forgotten their credentials.

Emergency Access Assistance

The University Police Department (UPD) is not responsible for granting routine or non-urgent access to academic and administrative buildings after hours. University Police will respond to building access requests only in true emergencies. Examples include:

- Retrieval of essential medication
- Access to transportation-related items such as car keys

The availability of UPD assistance will depend on the nature and severity of other service calls. Life safety emergencies, including fires, medical or mental health crises, will take clear priority. UPD will not respond to requests to retrieve non-essential items, including books, laptops, or cell phones.

IV. History