

## MPR Key Procedures

There are two entrances into the Ross School Multi-Purpose Room (MPR) / Gymnasium.

- You can enter from Allan Avenue or Ross Common.
- Both entrances are equipped with digital card readers on the first door on your left-hand. You will see a black box with a red light on it.

Use your key card to unlock the door. Simply scan the card over the digital card reader and you will hear a beep and the door will unlock.

- Remember, the key card “opens” the door, but does not “unlock” the door. The doors to the MPR remain locked at all times.
- Be sure to carry your key card with you when going in and out of the building so as not to lock yourself out.

Once in the building, use the key card to dis-arm the alarm system by scanning the card over the digital card readers located to the left on the wall just inside the door.

- Please do this immediately as the alarm will sound after 60 seconds.

When your event is over, clean-up complete and everyone is out of the building, re-arm the alarm system by scanning the key card over the digital card reader at either entrance of the MPR.

- Again, you have 60 seconds to leave the MPR before the alarm is activated.

Remember, if for any reason you need to re-enter the MPR once the alarm is activated you can do so. This system allows users to toggle the arming and disarming of the alarm system if need be.

**\*\*Important\*\*** - be sure the doors are fully shut and latched before you leave the site. This assures the doors are locked.

The key cards you were issued will **ONLY** open the main doors into the MPR. They do not open the kitchen or the green room.