

**Appendix A – Building Lock/Unlock Schedule**

Following is the **typical** lock/unlock schedule for Monroe County Community College buildings. **Times may vary based upon facility usage schedules.**

**Fall and Winter Semesters (September – April)**

Weekday	Main Campus		Whitman Center		
	Schedule:	Unlock	Lock	Unlock	Lock
Monday		7:00 a.m.	10:00 p.m.	7:15 a.m.	10:00 p.m.
Tuesday		7:00 a.m.	10:00 p.m.	7:15 a.m.	10:00 p.m.
Wednesday		7:00 a.m.	10:00 p.m.	7:15 a.m.	10:00 p.m.
Thursday		7:00 a.m.	10:00 p.m.	7:15 a.m.	10:00 p.m.
Friday		7:00 a.m.	4:30 p.m.	7:15 a.m.	4:30 p.m.
Saturday		Per Facility Usage	Per Facility Usage	Per Facility Usage	Per Facility Usage
Sunday		Per Facility Usage	Per Facility Usage	Per Facility Usage	Per Facility Usage

**Spring/Summer Hours (May – August):**

Weekday	Main Campus		Whitman Center**		
	Schedule:	Unlock	Lock*	Unlock	Lock
Monday		7:00 a.m.	5:00 p.m.	7:15 a.m.	3:30 p.m.
Tuesday		7:00 a.m.	5:00 p.m.	7:15 a.m.	3:30 p.m.
Wednesday		7:00 a.m.	5:00 p.m.	7:15 a.m.	3:30 p.m.
Thursday		7:00 a.m.	5:00 p.m.	7:15 a.m.	3:30 p.m.
Friday		7:00 a.m.	Noon	7:15 a.m.	3:30 p.m.
Saturday		Per Facility Usage	Per Facility Usage	Per Facility Usage	Per Facility Usage
Sunday		Per Facility Usage	Per Facility Usage	Per Facility Usage	Per Facility Usage

*\*Buildings are locked when scheduled activity is completed in the building.*

*\*\*Whitman Center – Main Entry door only.*

Per Facility Usage: Lock/Unlock Schedule will be determined based upon room reservation permits and scheduled classes.

The College reserves the right to adjust these hours as deemed necessary.