

AFTER OR BEFORE HOURS KEY CARD ACCESS DIRECTIONS

The San Joaquin County Robert J. Cabral Agricultural Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. If your event is scheduled outside of those hours, a set of Key Cards will be issued to enter and/or exit the building. It is your responsibility to make arrangements to pick up the Key Cards, the day-of or the day-before your event according to your access needs.

Your Key Card will include a key to open/unlock and close/lock the front lobby door. You will also receive a specific Key Card for your room or a Master Key Card if you have reserved multiple rooms.

Keep all cards in your possession until you drop them in the Key Drop Box or return to the Room Reservation Coordinator at the front counter of Suite 100 of the Agricultural Commissioner's Office. The keys are the responsibility of the person they are checked out to.

HOW TO USE THE KEY CARDS:

The Key Card Black Boxes are located next to each meeting room door, the front door lobby entrance (outside on the right), and in the hallway (north wall next to AV Room 162).

Swipe the card across the Black Box. The red light at the top of the box will briefly flash green and then return to red. You may hear a click if you are near the door. The card does not need to touch the Black Box to activate. If the doors were *locked*, they will now be *open*. If the doors were *open*, they will now be *locked*.

BEFORE HOURS INSTRUCTIONS:

- 1) At the front lobby door entrance, swipe Key Card CR15 at the Black Box labeled CR15 (it is to the right of the door on the wall). The front lobby door is now unlocked. Please be aware that anyone may enter the building now that the front lobby door is unlocked.
 - a. **(If the door does not unlock: wait 10 seconds, re-swipe card and enter the 4-digit code on the Key Card. The door should unlock.)**

PLEASE DO NOT PUT ANYTHING IN FRONT OF OUR MAIN ENTRANCE DOORS, AS THIS WILL CAUSE THE DOORS TO GO OFF TRACK.

2) If you have a Key Card for a single meeting room, find the black box next to the meeting room door that matches the CR number on your Key Card. Swipe the Key Card across the black box. The meeting room is now unlocked.

3) If you have a Master Key Card CR33, the Black Box CR33 is located in the left hallway off the lobby to the meeting rooms between Assembly Room 1 and the AV Room 162. Swipe the CR33 Key Card across the CR33 Black Box. **In about a minute or less, you will hear a series of clicks as the meeting room doors are unlocked.**

AFTER HOURS INSTRUCTIONS:

At 5:00 p.m. the doors to all meeting rooms and the front lobby are locked by Ag Center staff. The doors *must* be unlocked by guests before they can be locked at the end of their reservation. It is highly recommended that guests follow the unlocking procedures (see above) *soon after 5:00 p.m.*

- 1) To lock meeting room doors, swipe the Key Card for the room at the Black Box outside of the room.
- 2) To lock the front lobby door, swipe the CR99 Key Card at the CR99 Black Box in the hallway between the AV Room 162 and Assembly Room 1.

IMPORTANT NOTES:

- 1) Once the front lobby door is locked from the CR99 Black Box, guests may still move around and complete their business within the Ag Center. Although the doors will open from the inside, once a person leaves they will not be able to re-enter unless someone on the inside activates the door by stepping within the field range to automatically open the door.
- 2) Testing to verify the front lobby doors are locked: One person remains inside the lobby and steps far enough back from the doors so the automatic opening is not triggered. The other person steps outside the doors walking out far enough that the automatic opening is not triggered from the outside and allow the doors to close. Then the outside person walks up to the doors. If the doors open from the outside, they are not locked; if the doors do not open from the outside, the doors are locked. If they are not locked, swipe the CR99 Key Card at the CR99 Black Box in the hallway. Test again.
- 3) Do not enter or use meeting rooms or areas that were not reserved.
- 4) Do not access meeting rooms before reservation entry time. Complete meeting and clean up by the reservation leaving time. Abuse of the meeting times may impact the next guest. Thank you for your consideration.
- 5) There is no staff available after hours for any questions or problems. For maintenance, emergencies please call (209)-468-3357 and leave a message.

For all other non-emergency problems, please call Jolyn Mendez at (209)-953-6003 or the main line (209)-953-6000 during normal business hours or leave a message outside of normal hours.