



# SAN RAFAEL

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THE CITY WITH A MISSION

## City Hall Access –Not Police Department

Please Attach this access form with main ID request form

### Access Need:

**City Hall Grand Master Access-** 24/7 Building Access-With Director's Approval

**City Hall Based Department Staff Access-** Limited M-F 5am to 6pm only Time-Zone with 24/7 access to home department.

**City Hall Extended Access-** Extended 7 days 6am to 10pm Access only Time-Zone.

**Outside City Hall Based Staff Access-**Limited M-F 7am to 6pm only Time-Zone.

**City Hall Information Technology Staff Access-** 24/7 IT Staff access for network support.

**City Hall Specialty Access** \_\_\_\_\_

(such as Finance & Mailroom, Finance only, Visitor/Contractors, Council Member access, IT Intern/Volunteer Access & Janitorial etc)

**City Hall-PD Support Access-** Police support staff access to City Hall during normal business hours M-F 7am to 6pm only Time-Zone.

### **For all approved city staff and non-city staff (public) members Use of City Hall facilities after hours and weekends.**

**City Hall- Council Chambers Access**

**City Hall Main Entry Only Access**

**City Hall 3<sup>rd</sup> Floor Main Lobby Access for 3<sup>rd</sup> floor Conference rooms**