

Conover Station Door Request

Client Name: _____

Client Email: _____

Client Phone #: _____

Date of Event: _____

Time of Event: _____

Location: (check all that apply) Community Room 3rd Floor

Doors to be used and times: (check all that apply)

	<u>Unlock Time</u>	<u>Relock Time</u>
<input type="checkbox"/> Community Room Interior (D1)	_____	_____
<input type="checkbox"/> Community Room Exterior (D2)	_____	_____
<input type="checkbox"/> Main Door – Rear (Parkside) (D3)	_____	_____
<input type="checkbox"/> 1 st Floor Restrooms	_____	_____
<input type="checkbox"/> Main Door – Front (Trackside) (D5)	_____	_____
<input type="checkbox"/> Side Door @ Cistern (D7)	_____	_____
<input type="checkbox"/> 2 nd Floor – Left Side (D4)	_____	_____
<input type="checkbox"/> 2 nd Floor – Right Side (D6)	_____	_____

Renter Signature: _____

Staff Signature: _____

Policy:

Requests for preset unlocking of doors at Conover Station must be submitted at least 1 week prior to the requested unlock time submitted on this form. Doors will unlock and lock per the times listed on this form. Only the requested times stated on this form shall be honored in order to avoid any conflicts or miscommunication of information. This form will be held on file in the IT Department.