

## Presby Place Door Request

Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Times needed for door to be unlocked: \_\_\_\_\_ to \_\_\_\_\_

Temporary code needed (available if there is no scheduled beginning/end time for event and the organizer will be on location for the entirety of the event) \_\_\_\_\_

Please return this form to Taylor Roberts in the church office. This request is only valid for events that have been approved.