



# Key Request Form

(Please Print)

Name of Person requesting code: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Committee if applicable: \_\_\_\_\_

Are you requesting a permanent or temporary code? \_\_\_\_\_

## For Temporary Codes:

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event: \_\_\_\_\_

What room(s) will you require access to?

Upper Hall  Lower Hall  Conference Room  Conference Storage

Lower Bar  Upper Bar  Lower Hall Cabinets  Kitchen

Upper Left Closet  Upper Right Closet  Lower Hall Supply

## For Permanent Codes:

Reason you need permanent access (to be re-evaluated on an annual basis):

\_\_\_\_\_

Please provide a 4-digit to 6-digit code \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

## Approved By:

Operations Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Hall Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

(If person requesting access is a Hall Board member, they cannot approve their own request)

*\*Lost keys, shared access or lock boxes left open will terminate your access to the Hall, permanently.*