

Pepartnership, Inc.

Building Access

Instructions

Pepartnership, Inc.'s home office is located on the lower level of Plymouth Congregational UCC at 2401 Atwood Ave, Madison, WI 53704. Two keys are necessary to gain access to the office. One is for the building's outer side doors, and the other is for the office itself. Once inside the church, the motion sensitive security alarm near the Atwood street door must be deactivated with a 4 digit numeric code. The security alarm must be re-activated with the same code before leaving the building.

A set of keys and the 4 digit numeric security code will be given to each officer (President, Secretary, and Treasurer) at the beginning of their terms. At the end of the officer's term, the keys will be returned to the next individual holding the office or another current Board of Directors officer.

Key Holder Agreement

I, _____, received a set of keys and access code to Plymouth Congregational UCC on ____/____/____. I have read the instructions for building access, and agree to return the keys to the individual described in this document once my office term of _____ for the Pepartnership, Inc. Board of Directors expires.

Signature

Date