





### **Day of Rental Information**

**DATE OF RENTAL:**

**LOCKBOX CODE:**

Upon approval of your application you will be given a code for the lock box in order to get into the building.

Instructions are as follows:

Enter your 4 digit code into the lock box

Remove the keys and open the front door of the building.

Return the keys to the lock box and close it.

Unlock the door with the Allen Wrench inside attached to the door.

When the event is over, lock the door with the Allen Wrench.

Close the door behind you and the building will be locked.

Note: your code will only work on the day of your event. The code works for 2 hours once it has been used.

**WIFI PASSWORD:** Network: **tpcommunity** Password: **gazebo1010**