

THE MODEL RAILROAD CLUB, INC.™

APPLICATION FOR BUILDING ACCESS

INSTRUCTIONS TO APPLICANT:

Please fill out **TWO** copies of this form. Do not enter anything in the shaded areas. Forward **BOTH** copies to the Building Department Head. Access is granted only by the Board of Directors.

I, _____, need access to the Club building when it is otherwise vacant because:
(Print applicant's name)
(Detail **what** you will be doing, **when** and **where** you will do it, and **why** it must be done in those circumstances).

Building access privileges are reviewed annually by the BOD. If you are applying for a period of **less than one calendar year**, specify the date range for which you need access:

FROM Date ____ / ____ / ____ **UNTIL Date** ____ / ____ / ____

As a condition of the Board of Directors granting me access, I agree to maintain the confidentiality of the access number or other means of gaining access to the building. I will not divulge such information to **ANYONE**, including other members of the Club, except by specific authority of the Building Security Chairman.

SIGNATURE _____ **Date** ____ / ____ / ____

DEPARTMENT HEAD ENDORSEMENT: (for use by Department Head only)

I have reviewed the information on this application and certify that the purpose for which this application is made is appropriate, the need for building access to do the work out of regular hours exists, and that the member making application is, to the best of my knowledge, in good standing and is up-to-date in dues.

DEPARTMENT _____ **SIGNATURE** _____ **Date** ____ / ____ / ____

ACTION BY BOARD OF DIRECTORS: (for use by Secretary only)

Access is **GRANTED** ____ **DENIED** ____ **DATE** ____ / ____ / ____
Day Month Year

Secretary _____

INSTRUCTIONS TO SECRETARY:

Upon recording the decision by the BOD - Please forward **ONE** copy to the **Building Department Head** and the other to the **Membership Department**.