Door/Key Access Request Form

Islamic Society of Greater Dayton

ISGD
Islamic Society of Greater Dayton
www.isgd.org

Masjid Al-Huda
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Tel: (937) 228-1503

☐ **Masjid Al-Huda**

☐ **Masjid Al-Rahman**

Name: _____

Address: _____

Email: _____

Phone #: (___) __ __ __ - __ __ __ __

Request Date: ___/___/_____   **End Date:** ___/___/_____

Referred By: _____   **Purpose:** _____

Signature: _____

By signing above, I agree to follow the instructions listed below, and will not share the code with anyone.

This code is not to be shared with anyone else – it is for your personal use only.

☐ **Master Key**

☐ **Door Code**
[ ][ ][ ][ ] **#**

☐ **Alarm Code**
[ ][ ][ ][ ]

☐ **Internal Key**

Rooms
_____
_____
_____
_____

Entry Instructions (if you're the first person to enter):
- Enter the code above followed by "**#**" (Ex. 1234#)
- Open the door when you hear the door latch click
- Enter the same code above to the keypad **without** the "**#**"
- If the alarm sounds, re-enter the code

In case of false alarm:
- Call security company within one minute @ 937-253-5124
- Report the false alarm and the reason for it to go off
- Give you name and cell phone #
- Report the incident to any ISGD board member
- In case police was dispatched, please don't leave and wait for arrival and explain the situation.

Exit Instructions (if you're the last person to leave):
- No one is still inside (basement, gym, bathrooms, etc.)
- All lights/fans are turned off (Musalla, Bathrooms, gym)
- all doors are closed shut (especially main and side doors)
- Alarm can't be armed if any door is not fully shut
- Set the alarm with the code above (**NO** "**#**" is needed)
- Or press the **AWAY** button for 5 seconds
- Leave the premises from the main door.

ADMINISTRATIVE USE ONLY
Granted on: _____
Granted by: _____

DL Copy: ☐