

## FREIGHT ELEVATOR RESERVATION FORM

The following Tenant has reserved the use of the freight elevator during the time(s) noted below. Use before or after these times will cause this reservation to become null and void.

The freight elevator cannot be reserved or used during the following times: Monday - Friday: 8:00 a.m. - 9:00 a.m.; 4:30 p.m. – 5:30 p.m.

The size and duration of your move will determine if you will be able to use the freight elevator during the weekday or if your move needs to occur after hours or during the weekend. The Management Office will make this determination.

Your request must be received at least 48 hours in advance or it may be denied. **NO** requests are to be made through the building security officers or Building Engineer.

There is **NO** exclusive usage of the freight elevator. Shared usage is critical for proper scheduling coordination.

**NO** palates or palate jacks are permitted in the building.

Finally, you, the Tenant, will be held liable for any damages made to the building by your delivery or moving company, which includes, but is not limited to, building corridors, doors, stairwells, freight elevator, floor coverings, public areas, lobbies and service areas.

<b>Tenant Name:</b>	
<b>Tenant Contact:</b>	
<b>Phone and Fax Numbers:</b>	
<b>Date of Reservation:</b>	
<b>Scheduled Arrival Time:</b>	
<b>Scheduled Completion Time:</b>	
<b>Moving or Delivery Company:</b>	
<b>Moving or Delivery Company Contact:</b>	
<b>Phone Number:</b>	
<b>Description of Item(s) Being Delivered:</b>	
<b>Office Manager Approval:</b>	
<b>Comments:</b> _____ _____ _____	

<b>Building Management Approval:</b>	
<b>Date:</b>	

<b>Security Officer on Duty:</b>	
<b>Actual Time of Delivery Arrival:</b>	
<b>Actual Time of Delivery Completion:</b>	

*Please return Freight Elevator Reservation Form to: [jlozier@manchesterfinancialgroup.com](mailto:jlozier@manchesterfinancialgroup.com)*