



Normandale Lake Office Park After Hours Access Form

Forms must be submitted to the Normandale Lake Office Park Management Office at least **48 Hours** before the activity. Tenant is responsible for confirming receipt of *correct vendor insurance* with the Management Office prior to scheduling activity. Access will be denied without providing correct vendor insurance 48 hours before desired access. The service elevator is on a first-come, first-served basis. Security will not permit access without prior authorization from the Management Office.

TENANT	VENDOR
COMPANY NAME:	COMPANY NAME:
CONTACT NAME:	CONTACT NAME:
BLDG/SUITE:	OFFICE NUMBER:
PHONE NUMBER:	CELL NUMBER:
AFTER-HOURS NUMBER:	SERVICE ELEVATOR NEEDED? YES / NO

DESCRIPTION OF ACTIVITY: _____

	DATES	TIME IN	TIME OUT	DESCRIPTION OF ACTIVITY	ELEC/PHONE ROOM NEEDED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

TENANT CONTACT SIGNATURE: _____ DATE _____

Please return completed form to the Management Office, email: nlopreception@cushwakenm.com, fax 952-921-2190 phone 952-921-2050.

FOR NORMANDALE LAKE OFFICE PARK PROPERTY MANAGEMENT ONLY					
Tenant Certificate of Insurance correct?	Yes:		No:		Comments:
Vendor Certificate of Insurance correct?	Yes:		No:		Comments:
PROPERTY MANAGEMENT APPROVAL:				DATE:	