

## Hours of Entry/After Hours Access

Town Center is "open" from 6:30 a.m. to 6:30 p.m., Monday through Friday and from 6:30 a.m. to 2:30 p.m. on Saturdays. During "open" hours both tenants and visitors are permitted to enter and exit the building, as necessary.

If tenants wish to access the building after hours, they must use their after-hours access card. These cards are issued through the Management Office.

Card readers are located next to all main entrance doors and near all elevator banks. You must insert your card into the slot to gain access to the door or elevator. The security computer will record the time, location and name of the person wishing to gain access.

If you are a tenant and do not have your card, you will be required to sign in at the security desk and provide a driver's license identification. A review of the access list will be made and you will be allowed into the building as long as your name is on the access list. If your name is not on the access list, your company supervisor will be contacted at home or in the office to allow authorization to your suite.

## After Hours Visitors

A list of after-hours visitors should be forwarded to security on company letterhead by 3:00 p.m. of the day the visitors are expected or by 3:00 p.m. on the Friday preceding a weekend. If no prior authorization is received, a call will be placed to the suite the visitor wishes to visit. If we are unable to contact anyone in the suite, the visitor will not be allowed access into the building.

## Security Access Cards

Security Access Cards are the tenant identification cards required to gain access to Town Center during non-business hours. These cards are issued through the Management Office, Suite 2500, 3000 Town Center, phone 248.350.2222.

All requests to either issue, replace or cancel a card must be in writing, a card request form is available [here](#). All requests for new cards must include the person's name, vehicle description and license plate number. Cards can usually be issued within 24 hours. There is a **\$20 charge** for the replacement of a lost card.