



## **Summit Presbyterian Church**

**6757 Greene St, Philadelphia, PA 19119 • (215) 438-2825**

**Building Directions:** MALT's code for all doors is **38444**. Touch the black box to wake it up, and then key in the code. There are two entrances:

- **Greene Street Entrance - Side door, through the courtyard.** This is the main entrance that folks use, especially for the Parlor and Common Rooms. There are steps when you enter this door.
- **Westview St. Entrance.** For the Gym/Fellowship Hall, use the accessible entrance up the ramp on Westview Street. This entrance can be used as an accessible entrance to the parlor room also (no steps - walk through the gym).

**Parking:** There is plenty of on street parking on both Greene St and Westview. No designated parking lot.

### **Personnel:**

- Lucas McLean is the office administrator and can be reached via email at [lucas@summitpres.net](mailto:lucas@summitpres.net) or by phone at 215-438-2825, from 9a-3p on weekdays.
- Harold Tilley, church sexton, is the after-hours point-of-contact. In the event of any building issues or emergencies, Harold's number is 267-970-5026.

### **WiFi Information:**

- Network: SummitSecure67
- Password: Cheryl2045spc2825
- If you need wifi in the gym, Summit must be alerted ahead of time to turn on a separate router.

### **Room Information:**

- **Common Room:** A medium sized room, with beautiful windows and hardwood floors. Great for small dance or t'ai chi classes. This room is located through the glass doors and down the stairs at the Greene St entrance. MALT's code for the Common Room access is: **38444**
- **Parlor Room:** Located on the third floor, up one flight of stairs from the Greene St entrance. On the right side of the hallway. This is a large room with tables and chairs. Great for discussion groups, writing, etc. Can accommodate up to 20 people. If the outside door is locked, MALT's code for access is: **38444**

- **Fellowship Hall/Gym:** This is a very large auditorium type space with hardwood floors and a stage! Please use the Westview entrance, located up the ramp, under the porch. The code for entrance is: **38444**. The gym will be located on your left upon entering.

**General Rules:**

- Arrive early to allow plenty of time to get settled before students arrive.
- **Please post MALT signs to direct students to their class. Remove signs afterwards.**
- Masks are encouraged in common areas of the building, such as hallways and bathrooms.
- Be flexible. Remember we are guests here.
- Turn off all lights, close any windows you opened, and leave the room as you found it - or better! Please close doors firmly when you leave.
- Have fun! Enjoy your course!