



Summit Presbyterian Church

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

Building Directions: Enter the church from Westview Street door entrance to Fellowship Hall (GYM). Common Room entrance is located on the Greene Street side of the building, through down the steps and through the glass doors. Code for the Common Room access is: **2825*** Common Room is the first room.

Parking: On the street.

Personnel: Barbara Ballard is the office administrator and can be reach via email at barbara@summitpres.net or by phone at 215-438-2825. Harold Tilley, church sexton, is the point-of-contact. In the event of any building issues or emergencies, Harold's number is 267-970-5026.

General Rules:

- Arrive early to allow plenty of time to get settled before students arrive.
- Please **post MALT signs to direct student to their class. Remove signs afterwards.**
- 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!