

FRIENDS CENTER

WHOM TO CONTACT FOR WHAT, 3/1/2018

NEED	CONTACT
EMERGENCY inside or outside Friends Center	1. FIRST call 911 If using an inside line, dial 9 – 911 2. THEN call the front desk at x7000 if able
General Maintenance Issues	Call front desk at x7000
Non-emergency questions about security, life safety, or emergency response plans	Erick Emerick x7190 eeemerick@friendscentercorp.org
Requests & questions about Space Configuration, Furniture, Telephones, Internet	Erick Emerick x7190 eeemerick@friendscentercorp.org
Reserve Space for Tenant Events	Shakirah Holloway x7098 sholloway@friendscentercorp.org TENANTS may also submit via our online form: http://www.friendscentercorp.org/?page_id=3166 <i>Note: There is a separate form for outside users</i>
Leasing Questions and Information	Chris Mohr x7191 cmohr@friendscentercorp.org
Questions about Policy and Governance	Chris Mohr x7191 cmohr@friendscentercorp.org
Announcements of General Interest to Friends Center community	Google group: friends-center-tenants@googlegroups.com
TENANT HANDBOOK Policies, Guidelines, Community Standards	go to www.friendscentercorp.org --> Office Rental --> Friends Center Tenant Handbook http://www.friendscentercorp.org/?page_id=3741