

# NC DKG Headquarters Reservation Procedure

Headquarters address:  
805 NC Hwy 42 South  
Asheboro, NC 27205

- Email Mary Beth White [mbwhite@triad.rr.com](mailto:mbwhite@triad.rr.com)
- Request date for reservation
- Give anticipated time of arrival and departure
- Give name of group requesting the reservation
- Give anticipated number of attendees (*depending on numbers there may be multiple groups on a give date assigned to different rooms*)
- State if you have a key or if you wish to be met for unlocking the door and disarming the security system
- If your plans change and you wish to decline the reservation, please email so others may have the opportunity for that date

**Please sign the register on the entry room table when you arrive**

**When you have completed your visit, please follow and complete the exit procedure found on the kitchen table**

*Then Headquarters committee wishes you welcome!*

A response to your request will be made as quickly as possible. In case of emergency or sudden change of plans call 336-629-5327 or 336-302-5215