



A PUGHKEEPSIE GALLERIA

Poughkeepsie Galleria Temporary Lighting Change Form

To fulfill request, this form **MUST** be delivered to Security as follows:

- ✓ Lighting effective Tuesday-Saturday: no later than 12PM the day prior
- ✓ Lighting effective Sunday-Monday: no later than 12PM Friday

Store Manager will receive a copy of the completed form as confirmation that the change has been made.

All Lighting Change Requests must be signed by an Authorized Tenant Representative. By signing below, I certify that I am a duly authorized representative and am authorized to sign for Lighting Change Requests. I understand that these changes are used in the calculation of my store energy charges.

Store: _____ Space #: _____ Date: _____

Name of Requestor: _____ Title: _____

Name of Store Manager: _____ Contact #: (____) _____ - _____

Reason for Request: _____

EXTENDED HOURS FOR

Date	Day of Week	Time On	Time Off	Hours Difference	Date Input

SO Name: _____ Emailed Form To: _____ Date & Time: _____

Request Approved By: _____ Date & Time: _____

Request Input By: _____ Date & Time: _____

Comments: _____