



Poughkeepsie Galleria Holiday Hours
Temporary Lighting Change Form

All requests must be delivered to Security by 4:00PM the day prior to the requested changes.

*All requests for Saturday, Sunday, or Monday must be submitted no later than 2:00PM
the Friday preceeding the requested date.*

Any submissions received with insufficient notice cannot be guaranteed and may not be inputted.

Security must initial: _____

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.

TENANT

Store: _____ Space: _____

Store Manager: _____ Contact Number: _____

Reason for Request: _____

SECURITY

Date of Request: _____ Time Received: _____

Request Received By: _____ Title: _____

EXTENDED HOURS

Date	Day of Week	Time On	Time Off	Hours Difference

Mall Office - Completed by: _____ Date: _____