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# METROPOINT CONFERENCE AND GAME ROOM – AFTER HOURS HVAC USAGE

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This form must be filled out, signed by tenant, and returned to the Management Office at least 24 hours prior to the meeting date if you require after hours HVAC (Heat or Air Conditioning) in a conference room.

**Tenant Information:**

Tenant Name:	
Building/Suite:	
Tenant Contact:	
Name:	
Title:	
Phone Number:	
E-mail:	
Today's Date:	

**Conference Room Requested:**

- ☐ Executive Board Room: \_\_\_\_\_
- ☐ Conference Room No. 2: \_\_\_\_\_
- ☐ Conference Room No. 3: \_\_\_\_\_
- ☐ Game Room: \_\_\_\_\_
- ☐ 300 Building Conference Room: \_\_\_\_\_

**Date Requested:**

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

**HVAC Options Requested: (Hourly charge plus set up fee of \$35.00)**

Heat	Y/N	Start Time:	Finish Time:
Air Conditioning	Y/N	Start Time:	Finish Time:

**HVAC Calculations:****Heat:**

Hours Needed: \_\_\_\_\_ x \$25.00/hr = \_\_\_\_\_ + \$35.00 = \_\_\_\_\_

**Air Conditioning:**

Hours Needed: \_\_\_\_\_ x \$20.00/hr = \_\_\_\_\_ + \$35.00 = \_\_\_\_\_

**Total to be Charged to Tenant: \$** \_\_\_\_\_

Approved by Tenant (MUST be authorized to approve charges): \_\_\_\_\_

Printed Name and Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_