

Walden Galleria

LIGHTING CHANGE REQUEST FORM

TEMPORARY

TENANT: _____
SPACE: _____
DATE: _____
MANAGER (PRINT): _____

PLEASE EXTEND STORE LIGHTING AS FOLLOWS:

DATE:

MONDAY	_____	TO	_____	PM	_____
TUESDAY	_____	TO	_____	PM	_____
WEDNESDAY	_____	TO	_____	PM	_____
THURSDAY	_____	TO	_____	PM	_____
FRIDAY	_____	TO	_____	PM	_____
SATURDAY	_____	TO	_____	PM	_____
SUNDAY	_____	TO	_____	PM	_____

Note: All requests must be received at the **MALL OFFICE BY 12:00 NOON ON THE DAY BEFORE THE CHANGE IS NEEDED**. If the request is for Saturday, Sunday or Monday, the request forms must be submitted no later than 12:00 noon on Friday in order to process the request. Also, the request must be signed by the **DM, HOME OFFICE REPRESENTATIVE OR AUTHORIZED MANAGER ONLY** in order to be processed in a timely manner.

NO EXCEPTIONS!!!!

REASON FOR REQUEST: _____
(A reason must be present or the request will be denied)

DM/HOME OFFICE SIGNATURE: _____

PRINT: _____

TO BE COMPLETED BY MALL OFFICE:

DATE RECEIVED: _____ TIME RECEIVED: _____ LOG# _____
INITIALS: _____

RECEIPT GIVEN TO: _____ SIGNED: _____ DATE: _____

MERCHANT RECEIPT FOR TEMPORARY LIGHTING

DATE(S)/TIME(S) FOR LIGHTING REQUEST _____

_____ APPROVED by Walden Galleria _____ DENIED by Walden Galleria

REASON FOR DENIAL _____ INPUT BY: _____