

**HUNTINGTON CENTER**  
**TENANT FUNCTION & OVERTIME AIR REQUEST FORM**

**GENERAL INFORMATION**

Tenant Name: \_\_\_\_\_ Function Name: \_\_\_\_\_

Time: \_\_\_\_\_ Date of Function: \_\_\_\_\_

From: \_\_\_\_\_ ☐ a.m. ☐ p.m. Floor(s): \_\_\_\_\_

To: \_\_\_\_\_ ☐ a.m. ☐ p.m. Number of Guests: \_\_\_\_\_

**HOUSEKEEPING SERVICES\***

Restock Restrooms ☐ Before Event ☐ After Event Please perform the selected services:

Vacuum ☐ Before Event ☐ After Event Before: \_\_\_\_\_ ☐ a.m. ☐ p.m.

Remove Trash ☐ Before Event ☐ After Event After: \_\_\_\_\_ ☐ a.m. ☐ p.m.

**OVERTIME HEATING, VENTILATING, AIR CONDITIONING (HVAC)\***

*Regular hours for HVAC are 7:00 a.m. to 6:30 p.m., Monday thru Friday; 8:00 a.m. to noon on Saturday; and none on Sunday.*

☐ We will NOT require overtime HVAC.

☐ \*We will require overtime HVAC as follows:

\*Cost Center(Req'd for HNB) \_\_\_\_\_

On Floor(s): \_\_\_\_\_

From: \_\_\_\_\_ ☐ a.m. ☐ p.m.

To: \_\_\_\_\_ ☐ a.m. ☐ p.m.

**SECURITY & COURTESY SERVICES\***

*Requests for easels are dependent on availability. Contact the Property Management Office for approved signage & graphics.*

*Please schedule deliveries and dock space with the Property Management Office in advance.*

☐ We will NOT require additional security.

☐ We will require elevator access as follows:

☐ We will require additional security as follows:

Additional Guards: \_\_\_\_\_ (quantity)

From: \_\_\_\_\_ ☐ a.m. ☐ p.m.

To: \_\_\_\_\_ ☐ a.m. ☐ p.m.

To Floor(s): \_\_\_\_\_

From: \_\_\_\_\_ ☐ a.m. ☐ p.m.

To: \_\_\_\_\_ ☐ a.m. ☐ p.m.

☐ We are requesting Brass Easels as follows:

Easels: \_\_\_\_\_ (quantity)

From: \_\_\_\_\_ ☐ a.m. ☐ p.m.

To: \_\_\_\_\_ ☐ a.m. ☐ p.m.

☐ We will need dock space and freight access for deliveries.

**Please contact the Property Management Office  
at 461-5881 to schedule.**

**Additional Information:** \_\_\_\_\_

**PARKING**

*If you have any questions, please contact the Parking Garage Office at (614) 461-5888.*

☐ We will NOT require special parking arrangements.

☐ We request special parking arrangements as follows:

☐ We (the tenant) will validate parking tickets.

☐ Other: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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

**PRINT NAME:** \_\_\_\_\_

Phone #: \_\_\_\_\_

*authorized tenant contact*

Please submit this form as far in advance of your function as possible and in no case later than twelve (12) working hours prior to the event. Please also schedule your dock space and freight elevators with as much notice as possible by calling (614) 461-5881. The current minimum time billed is two (2) hours for Security, one (1) hour for Housekeeping, and one (1) hour for Overtime HVAC. **\*Please contact the Property Management Office for current pricing of billable services.**