

# Extra Air Request Form

1. To prevent delays in processing your request, this form **MUST** reach the Maintenance Office **BEFORE NOON** the **Friday before** your event(s) is scheduled to begin.  
Separate request forms should be filled out for each Monday - Sunday period (even if it is the same event).
2. All requests must be submitted using this form, and may be **MAILED** to Maintenance or **FAXED** to (937) 374-4239 . \*\*\* NO phonecalls will be accepted \*\*\*
3. Please review **Energy Conservation Guidelines** while planning your activities.

Name of School: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

| Dates Requested               | Location(s) (Room Number, Gym, Café, etc.) | Event Start Time | Event Stop Time | Description of activity<br>(please include expected number of attendees) | Contact Person and Phone |
|-------------------------------|--|------------------|-----------------|--|--------------------------|
| <b>Monday</b><br><br>Date:    |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
| <b>Tuesday</b><br><br>Date:   |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
| <b>Wednesday</b><br><br>Date: |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
| <b>Thursday</b><br><br>Date:  |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
| <b>Friday</b><br><br>Date:    |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
| <b>Saturday</b><br><br>Date:  |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
| <b>Sunday</b><br><br>Date:    |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |
|                               |  |                  |                 |  |                          |