

To request after-hours air-conditioning, please complete this form, have an authorized person sign it and submit it to our Office of the Building no later than 2 PM Monday through Friday. Please note that there is an hourly charge of \$185.00 for after-hours use of A/C and a four hour minimum. A/C charges are subject to change without notice. Standard AC hours: Monday – Friday 8:00 AM to 6:00 PM and Saturday 9:00 AM to 1:00 PM.

Tenant Name:		Contact Phone #:	
Suite No.:		Date:	

ONE TIME REQUESTS			
Suite	Date	Start Time	End Time

RECURRING REQUESTS			
Suite	Day of Week/Date(s)	Start Time	End Time

Your account will be billed in accordance with our standard practices for the requested services, including a 15% administrative fee on third party charges. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

Tenant Authorized Person:	Signature:	
	Type/Print name & title:	

BUILDING MANAGEMENT USE ONLY		
Amount due:	\$	TLA #:
Signature:		Date:

Please remember to inform us promptly if there are any changes.

If you have any questions, please contact the Office of the Building:
 Phone: 310-552-1801 Fax: 310-552-2240 Email: cpp@douglasemmett.com
 1801 Century Park East, Suite 790, Los Angeles, CA 90067