

**Request Form**  
**For ASHRAE Region Web Sites on ASHRAE-Provided Server**

Attention: Emily Sigman  
Librarian/Information Specialist  
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Region Name and Number:

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As Webmaster for the above Region, I acknowledge that I have reviewed the following ASHRAE documents pertaining to the proper use of Region Web sites and I formally request that a Web site template shell be established on the ASHRAE-provided server for my Region. I also recognize that it will be my responsibility to provide and maintain Web site content to this template shell consistent with the ASHRAE policy and procedures listed below:

1. "[ASHRAE Policy and Procedure for Format, Activity, and Content of Web Policy for ASHRAE Groups](#)"
2. "[Manual for Chapter Operations](#)"

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Name

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Date

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Signature

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Email Address: