

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

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

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As Webmaster for the above Chapter, I acknowledge that I have reviewed the following ASHRAE documents pertaining to the proper use of Chapter Web sites and I formally request that a Web site sub-domain be established on the ASHRAE-provided server for my Chapter. I also recognize that it will be my responsibility to provide and maintain Web site content to this sub-domain 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:.”  
<http://www.ashrae.org/society-groups/chapters/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: