

School of Music

Event/Room Reservation Form

Date of Request: _____ Requested By: _____

Email: _____

Is this a: **Recital** _____ **Rehearsal** _____ **Other** _____

You must complete a form for each different event - no exceptions
Please allow 48 hours for email confirmation of reservation

Event Title: _____

Date(s) of Event: _____

Starting Time: _____

Ending Time: _____

Please check all rooms requested:

Smith Music Hall

- 133 (Recital Hall)
- 107 (Classroom)
- 112 (Classroom)
- Music 150 (Choir Room)
- 123 (Music Ed Classroom)
- 143 (Band Room)

Jomie Jazz Center

- 103 (Forum)
- 112 (Multi-Media Room)
- 114 (Classroom)
- 210 (Ensemble Room)
- 214 (Recording Studio)

** if you reserve the recording studio, you must also
reserve Jomie Ensemble Room

Reception following Event: Yes No Location/Time of Reception: _____

The space for the reception must be reserved at the same time as the event. The following food guidelines must be followed for the reception. All baked goods, (example cookies, cakes, etc.) chips, pretzels, crackers, cut vegetables, and soft drinks are permitted. Cheese, cut fruit, and dips for vegetables or fruits must be kept in a cooler until serving time. **Nothing potentially hazardous is permitted such as meat trays, cooked meat items, seafood, etc.**

Instructor's Signature: (all student recitals) _____ date _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE

Received in Music Office: _____

Event Space Assigned: _____ on _____

Reception Space Assigned: _____ on _____

Entered on website: _____