

# 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.**

**\*SHOULD YOU NEED AN ACCOMPANIST FOR YOUR RECITAL, AN ACCOMPANYING CONTRACT MUST BE SUBMITTED WITH THIS FORM!\***

**Instructor's Signature:** (all student recitals) \_\_\_\_\_ date \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE**

Received in Music Office: \_\_\_\_\_

Event Space Assigned: \_\_\_\_\_ on \_\_\_\_\_

Reception Space Assigned: \_\_\_\_\_ on \_\_\_\_\_

Entered on website: \_\_\_\_\_