

MUSIC HALL REQUEST FORM

Name: _____

Date & Time of Application: _____

Reason for request: _____

STUDENTS – Refundable deposit of \$20 REQUIRED when keys are picked up. NO EXCEPTIONS.

DAY OF THE WEEK	DATE	START & END TIME (INCLUDE: AM/PM)	KEYS (Y/N)*

*List keys needed below:

Student recitalists are allowed six (6) hours of rehearsal in the Music Hall per recital. Students performing for Convocation are allowed two (2) hours of practice in the Music Hall per performance.

Use of the Chapman piano requires permission from Dr. Kalman (or Music Department Chair in his absence).

Please obtain his signature before submitting room request: _____