



California State University Chico

Department of Music, Theatre and Dance

Practice Room Request Form

Name: _____ Date: _____

Phone: _____ Email: _____@csuchico.edu

Student ID: _____ Major: _____

Room Access Requests

Use your Wildcat email to submit this room request to equivey@csuchico.edu, or turn in a printed form to the MTAD Resource Library. Please mention if you already have building and/or key box access.

_____ Upright piano practice rooms
Students enrolled in MTAD courses only

_____ PAC 010
Group practice/dance basement studio

_____ Grand piano practice rooms
MUSC 110C or 310C studio students only

_____ PAC after-hours access
Weekends, evenings

_____ Percussion and timpani practice rooms
Percussion studio students only

_____ Tuba/upright bass practice room
Tuba/double bass students only

List all classes which require the use of a practice room: _____

Department Practice Room Policies

- Access is only available to students with a current Wildcat ID card. _____ (initial)
- New or replacement Wildcat ID cards will need to be reprogrammed with room access. _____ (initial)
- Students are fully responsible for the key they check out. _____ (initial)
- Keys are not to be checked out for someone else's use. _____ (initial)
- Keys must be returned to the key box and available for other students when the room is no longer in use. _____ (initial)
- If a student is not practicing in a room while a key is checked out, they may lose access privileges. _____ (initial)
- Keys must be returned to the 12 o'clock position in the key box upon return. **If not properly returned, that student remains responsible for that key regardless of who removes it or how it is used thereafter.** _____ (initial)
- If a key is lost or stolen, the student who last checked it out will be charged a \$100 replacement fee. _____ (initial)

I understand and agree to the terms and conditions stated.

Student's signature _____

DEPARTMENT USE ONLY

Ticket Request #: _____
Academic Year: _____ Semester: FA / SP

Access End Date: _____
eq1/24