MUSIC - Practice Room Request

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 AND CC your instructor. Also mention if you already have building and/or key box access.

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

Room access requests:  
- _____ Upright piano practice rooms  
  (vocal and most instruments)  
- _____ Percussion and timpani practice rooms  
  (percussion studio students only)  
- _____ Tuba/upright bass practice room  
  (tuba/double bass students only)  
- _____ Grand piano practice rooms  
  (MUSC 110C or 310C studio students only)  
- _____ PAC after-hours access

Department Practice Room Policies

1) I have a current Wildcat ID card (should have notch at the top).  
2) I am fully responsible for the key I check out.  
3) Keys are not to be checked out for someone else’s use. They can request their own access.  
4) If I am not in the room to which I have checked out a key, they key must be returned to the key box and available for another student to use.  
5) If I am not practicing in a room while I have a key checked out, I may lose access privileges.  
6) If I do not turn my key to the 12 o’clock position in the key box upon return, it is not properly locked and I remain responsible for that key regardless of who removes it or how it is used thereafter.  
7) If a key I check out is lost or stolen, I will be charged a $100 replacement fee.  
8) If I replace my ID card, I will need to notify the music librarian.

I understand and agree to the terms and conditions stated.

Student’s signature ________________________________

Access end date: _________________________

Department Use Only
Ticket Request #: ____________________________  ___ Chair Approval Requested: _________________
Academic Year: _________  Semester: FA / SP  eq8/23