



California State University Chico

Department of Music, Theatre and Dance

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 #: _____

Academic Year: _____ Semester: FA / SP

_____ Chair Approval Requested: _____

eq8/23