

# ROOM BOOKING REGULATIONS

By signing this form, you agree to adhere to the following conditions:

- 1) Upon entering the room I have reserved, I will notify the technician immediately if the room is found in a mess, equipment has been left unattended or unchained, garbage was not trashed.
- 2) I am responsible for all equipment found in the room I have reserved and, if applicable, equipment reserved in rooms RF-106 and/or RF-109.
- 3) I will observe all regulations found in those particular rooms.
- 4) I am responsible for cleaning up any garbage produced by me and/or my guests.
- 5) I am responsible for restoring the classroom back to order and prior configuration when I leave.
- 6) I am responsible for the return of all equipment borrowed to its proper room and place.

I will notify the technician about any irregularities a.s.a.p.  
The technician can be reached in RF-104, phone extension 4719  
Email address [musitech@alcor.concordia.ca](mailto:musitech@alcor.concordia.ca)

**I, hereby, agree to respect all above conditions**

ID # \_\_\_\_\_ In Print Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Full Time  Part time ::  Undergraduate student  Graduate student

Graduation Date (indicate expected if undergrad): \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Program: \_\_\_\_\_ Instrument: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Music Student Association of Concordia lists students who would like to promote their services on the web. Your phone number and email address will appear on the page.

I want to be listed on the MUSAC website (<http://music.concordia.ca/musac>)  Yes  No

## PERSONAL EQUIPMENT

Make a list of the personal equipment you wish to freely bring in and out of the department. State the item, the brand, model and serial number. This list will act as proof should there be a conflict with the security department.

Item: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Item: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Item: \_\_\_\_\_ Serial Number: \_\_\_\_\_

We suggest you clearly identify your belongings.

### EA students / Drum Major / Piano Major only

Certain ensemble and/or private study classes grant you access to different rooms for practice time. Have your teacher(s): 1) check-off the rooms pertaining to his/her class and, 2) sign this sheet for proof of registration to the class.

Drum Teacher's name in print: \_\_\_\_\_

Signature: \_\_\_\_\_

Piano Teacher's name in print: \_\_\_\_\_

Signature: \_\_\_\_\_

EA Teacher's name in print: \_\_\_\_\_

Signature: \_\_\_\_\_

### Office Use Only

Drummers:	<input type="checkbox"/> RF102-6
Pianists:	<input type="checkbox"/> SC01-7 <input type="checkbox"/> RF319 <input type="checkbox"/> RF101 <input type="checkbox"/> RF110
Electro Acoustics:	<input type="checkbox"/> RF301 <input type="checkbox"/> RF309 <input type="checkbox"/> RF107-1 <input type="checkbox"/> RF107-2 <input type="checkbox"/> RF107-3 <input type="checkbox"/> SC02 <input type="checkbox"/> RF103



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