



# Concordia University

Music Department Technician, RF104, phone: (514) 848-2424 ext 4719, musitech@alcor.concordia.ca

## Room Requests

**Name** \_\_\_\_\_

**I.D.** \_\_\_\_\_

**Phone** \_\_\_\_\_

In order to book a room, you need to be on the security list. Fill-out the Room Reservation Regulations Sheet if you haven't done so yet.

**Room booking process ends at 3 p.m. everyday.**  
You may not book a room past two weeks in advance.  
You might not get all dates requested on this sheet.

1) **When** \_\_\_\_\_

**From** \_\_\_\_\_

**To** \_\_\_\_\_

**Room** \_\_\_\_\_

Any room    RF03    RF017-5    RF102-6    RF319  
 CC314    RF017-3    RF017-6    RF105    RF328  
 HC162    RF017-4    RF101    RF110    SC01-7

**Equipment Required** \_\_\_\_\_

bass amp(s)    cymbals    fostex    mic    timbales  
 congas    drums    guitar amp(s)    piano    vibes

**Visitors \*** \_\_\_\_\_

2) **When** \_\_\_\_\_

**From** \_\_\_\_\_

**To** \_\_\_\_\_

**Room** \_\_\_\_\_

Any room    RF03    RF017-5    RF102-6    RF319  
 CC314    RF017-3    RF017-6    RF105    RF328  
 HC162    RF017-4    RF101    RF110    SC01-7

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bass amp(s)    cymbals    fostex    mic    timbales  
 congas    drums    guitar amp(s)    piano    vibes

**Visitors \*** \_\_\_\_\_

3) **When** \_\_\_\_\_

**From** \_\_\_\_\_

**To** \_\_\_\_\_

**Room** \_\_\_\_\_

Any room    RF03    RF017-5    RF102-6    RF319  
 CC314    RF017-3    RF017-6    RF105    RF328  
 HC162    RF017-4    RF101    RF110    SC01-7

**Equipment Required** \_\_\_\_\_

bass amp(s)    cymbals    fostex    mic    timbales  
 congas    drums    guitar amp(s)    piano    vibes

**Visitors \*** \_\_\_\_\_

4) **When** \_\_\_\_\_

**From** \_\_\_\_\_

**To** \_\_\_\_\_

**Room** \_\_\_\_\_

Any room    RF03    RF017-5    RF102-6    RF319  
 CC314    RF017-3    RF017-6    RF105    RF328  
 HC162    RF017-4    RF101    RF110    SC01-7

**Equipment Required** \_\_\_\_\_

bass amp(s)    cymbals    fostex    mic    timbales  
 congas    drums    guitar amp(s)    piano    vibes

**Visitors \*** \_\_\_\_\_

**\*After hours, people without written permission will be asked to leave!**

The Security Department needs the list of **all non-Concordia** crowd present in the Music Department **after 6 p.m.** As the contact person, you are solely responsible for the conduct of your visitors to Concordia University premises. No drinking or eating is tolerated in the rooms and modules.