Campus Center Individual Music Practice Rooms
Request Form

■ Completed forms must be returned to Campus Center Administrative Office (CE 278) or faxed to (317) 278-0828.

■ Room confirmations are usually emailed within 3 business days; check your email for questions.

■**THIS FORM IS ONLY A REQUEST**, EMAIL CONFIRMATIONS ARE SENT ONCE A SPACE IS RESERVED.

For Campus Center Individual Music Practice Rooms ONLY (CE 017, CE 019, CE 021)

Requestor's Name: _____ ID # (required): _____

☐ Faculty/Staff ☐ Student Phone #: _____ Email: _____

Practice Date(s): _____
(Day of the week) (Month / Day / Year)

Reservation Time: _____ ☐am / ☐pm **TO** _____ ☐am / ☐pm

Practice rooms may only be requested in 30 minute or 60 minute increments.
No person may use a practice room for more than three (3) consecutive hours each day.
Practice rooms must be vacated 30 minutes prior to the building closing.

Rules and Expectations

•The person that requests the room must be the same person that uses the room (IUPUI ID required to access room).
•Requestors must stop at the 1st floor Information Desk to request access to the reserved music practice room.
•No more than two (2) people are permitted in a practice room at one time.
•Each practice room is supplied with two (2) chairs and one (1) music stand.
•No food or beverages are allowed inside the practice rooms.
•**You must have your IUPUI ID with you to gain access to a practice room. Your ID will be turned in at the Information Desk and kept there until your practice session is over.**

Cancellation Policy

A $10 late cancellation fee will be charged if a practice room is not cancelled at least one (1) business day in advance and/or the reserved practice room is not used at all. If you fail to cancel for a second time, it is $15 fee, for a third time it is $20, and the fee will continue to increase by $5 during each academic year. Failure to pay a cancellation fee could result in the inability to use a music practice room in the Campus Center. Cancellations can be made by phone to (317) 278-2210 or sent to campcntr@iupui.edu.

Provide an overview of why you will be using a music practice room:

☐ Practice for personal/recreational reasons

☐ Practice for an IUPUI class and/or an IUPUI sponsored event

List event or explain: _____

_____

_____

I have read and agree to abide by the policies governing the use of university space as listed in the Student Code of Conduct, on the Campus Center website, the Campus Center policy manual, and on this request form. I certify that I am a current student, faculty, or staff member at IUPUI. I understand that submitting this form is only a request and that no reservation is final until I receive a confirmation by email. I will be responsible for the payment of any fees associated with my use of a practice room (damages, cancellation fees, etc…). If I invite another person to practice with me, I am responsible for sharing information about rules and expectations with them, and I will be responsible for their actions.

_____ _____
Signature **Date**

Print & Fax

Office Use: Confirmation Sent / Attached ini. _____ Date _____

02/11