

Carnegie Mellon University
College of Fine Arts
School of Music

**Room Reservation
AGREEMENT FORM**

I agree to abide by the following policies when reserving a School of Music room:

Before using a room:

1. Do not use a School of Music room without formally reserving it through the Scheduling Office (412-268-2373 or Music-scheduling@andrew.cmu.edu or CFA 192).
2. Failure to notify the Scheduling Office of a cancellation of a reserved room - either by email or phone - will forfeit the scheduling person's eligibility to reserve any future rooms for the remainder of the month of the reservation.
3. A reservation of a large space (ACH, Kresge, Skibo) can be pre-empted by the needs of any of our large ensembles.

While using a room:

4. Do not consume food or beverages in School of Music rooms. You can do so on the mezzanine.
5. Please keep the pianos clean by washing hands before playing and wiping the keys clean after a practice session.

After using a room:

6. If you move the piano, you must move it back to its original position. If you move any other items (desks, chairs, etc.) in the room, you must move them back to their original positions.
7. If you bring any items (music stands, chairs, etc.) into the room, all of the items must be removed from the room.
8. Check that the windows are closed, the lights are off, and the door is locked when leaving the room.
9. Report any problems with the room immediately to Robert Skavronski.
10. Key return must be within 24 hours of the reservation, except for a Friday reservation. Key return for a Friday reservation must be the following Monday. Failure to return a key will forfeit the scheduling person's eligibility to reserve any future rooms for the remainder of the month of the reservation.
11. If a room is not left in the condition that is specified by these policies, the scheduling person will be held responsible and will not be permitted to reserve any space again.

Undergraduate

Graduate

Instrument: _____

Composition Voice

Grad only: Music Ed

Student Name: _____

Student Signature: _____

Date: _____