

**Margaret Fort Trahern Laboratory/Trahern/Classroom/Rehearsal Space Reservation
Form**

Please initial in the space provided indicating that you understand these statements and can agree to them.

_____ I understand that I am responsible for cleaning up after I have used the space.

_____ I understand that if I choose to use the sound equipment, any damage I may cause is my responsibility.

_____ I will respect the offices that share the wall by keeping the volume of my music at a reasonable level. (No higher than 7 and lower if asked)

_____ I understand that NO food or drinks are allowed in the black box except for water bottles or drinks with a lid.

_____ I will respect the Campus Police. Regardless of my permission to use the space, I will politely show my ID/re-swipe into the building/vacate the premises if asked to do so by the Campus Police.

I understand the preceding and following statements and agree to the terms. I also understand that if at any time I am found to be in violation of the policies and protocol my use privilege may be revoked.

Signature

Print Full Name

A#

Cell #

email

Date/s of studio request:

Purpose:

Chair Approved:

Todays Date:

Scheduling Priority for All Trahern Spaces

All scheduling for the Memorial Health Dance Studios shall take the following into consideration listed in order of priority.

- 1.) All dance and theatre classes, workshops, or training, offered through the APSU Theatre and Dance Department.
- 2.) All dance classes offered through the APSU Community School for the Arts.
- 3.) Rehearsal and studio prep time as required by APSU Theatre and Dance faculty and guest artists.
- 4.) Rehearsal time for student choreographers as approved by Theatre and Dance Faculty.
- 5.) Clubs and Organizations affiliated with APSU.
- 6.) Individual Students of APSU.

PLEASE TURN FORM INTO Donna Conklin: TRA 208