

## Winship Room Reservation Request

Please check the availability of your requested rooms with the Info Desk Worker before you fill out this request. See the back of this form for the room reservation policies.

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

YOUR INFO

Name: \_\_\_\_\_ Phone number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

REQUEST INFO

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_ AM or PM (circle one) to \_\_\_\_\_ AM or PM

1<sup>st</sup> room choice: \_\_\_\_\_ 2<sup>nd</sup> room choice: \_\_\_\_\_ 3<sup>rd</sup> room choice: \_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_

T&D Faculty Sponsor's Name [printed]: \_\_\_\_\_

T&D Faculty Sponsor's Signature: \_\_\_\_\_

OFFICE USE

[Circle one] Approved or Denied      Date processed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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1. Incomplete forms **WILL NOT** be processed, which means that faculty sponsor signatures are *required*.
2. Forms submitted less than **TWO BUSINESS DAYS** in advance will not be processed.
3. Students may not reserve space more than two weeks in advance.
4. Smoking and the consumption of alcohol are not permitted in the Winship building.
5. You are responsible for whatever happens in a room during the time when you have it reserved – *whether or not* you actually use it.
6. You are responsible for returning the room to "classroom order" before you leave the space; this includes returning any furniture moved for rehearsal back to its original locations and discarding all trash. If you are unsure that you have achieved "classroom order," ask the Building Monitor (at the Info Desk or in WIN 1.142) to check the room with you.
7. **SHOES AND REHEARSAL FURNITURE ARE NOT ALLOWED** in the dance studios (1.172, 2.116, and 2.120) as these rooms are designed for movement work.
8. If you need AV set up for your reservation, contact the AV office in WIN 1.112.
9. This form, if approved, is your proof that you have the room reserved. It will be available at the Info Desk for you to pick up **TWO BUSINESS DAYS** after you submit it.
10. The Department reserves the right to limit the number of reservations a student may make at one time and/or over a semester.
11. Failure to follow these policies may result in the revocation of your Winship room reservation privileges.

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