UNM MUSIC

CLASSROOM SPACE REQUEST FORM

24-hour notice for one day sessions
48-hour notice for multi-day sessions (Ex. Full semester)

If you are reserving a room that will be used for more than 2 sessions for the same purpose, you must retain a signature from your professor for approval. This form will NOT be processed without the signature.

***All recurring sessions must be associated with a class. You must retain a signature from your professor for approval.**

If it is found that you are not using the room that you have scheduled that room will be released.

If you need to cancel for a session, please notify the front desk right away.

Name: _____

Email: _____

Phone: _____

Purpose: _____

◯ **Single Day Session** ◯ **Recurring Session**

Class associated with: _____

Start Date: _____ End Date: _____

Monday **Tuesday** **Wednesday** **Thursday** **Friday** **Saturday** **Sunday**

Room	**Date**	**Time**
1st Choice:		
2nd Choice:		
3rd Choice:		
4th Choice:		

Student Signature: _____ Date: _____

Professor Approval: _____ Date: _____

***It is strongly recommended that oral exams and recital previews be scheduled a minimum of two weeks in advance.**