

STUDIO BOOKING REQUEST FORM

(for use by Concordia University Department of Theatre students, faculty and staff)

- Each box must be completed and you must fill out your requested dates and times in the table.
- Once your form is complete, save it to your computer and e-mail it to theatre@concordia.ca
- Bookings will be processed as time permits, on a case by case basis with a minimum two week delay.

Name of Requestor:	<input type="text"/>	Phone #	<input type="text"/>
Student I.D. #:	<input type="text"/>	E-mail:	<input type="text"/>

I have read the **Department of Theatre Room Booking Procedures** document on the website and agree to abide by the terms and procedures outlined therein: _____ (Indicate Yes or No). **You must agree to these terms to book a room.** (Links to these documents are at the bottom of this page.)

Course Name:	<input type="text"/>	Number of people in group:	<input type="text"/>
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For What? (ex. scene rehearsal, meeting, workshop, names and ID numbers of everyone on your team, which faculty members are involved, etc. The more specific your request the less time it will take to assess the request for approval):

Enter text here:

Request Details:

DATE	START TIME	END TIME

PLEASE NOTE: You must stack chairs, remove tape from the floor, clear and return room to its zero state before leaving. Failure to comply with the requirements will result in the loss of your booking privileges.

If approved, you will be notified by email.
Always bring a copy of your room booking confirmation with you to your event.
Security Services has the right to evict you from the building if you do not have this confirmation with you.

Questions? Contact the department administration at 4555