

Department of Music Rental Request Form

Check which space you are requesting

Nicholas Music Center _____

Rehearsal Hall 104 _____

Schare Recital Hall _____

Bettenbender Plaza _____

Other (please specify) _____

Name of Organization _____

Address _____

Authorized Contact Person _____

Phone Number _____ Fax _____

Purpose of Event _____ Title _____

Date of Event _____ Time frame requested _____

Approximate size of audience _____

DESCRIPTION OF EVENT

Signature _____ Date _____