South Studios Room Reservation Form

Name: ___________________________ Date: ___________________

Building: □ 1 □ 6

Room No: _______ Start date: _______________

Length of use: □ 4 weeks □ 8 weeks □ extended use*

Please provide a brief description of the project for which you are using the room in the space below. We do not need information on the concept of the project, only its physical parameters.

__________________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________________

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* projects that require the use of an installation space for longer than eight weeks must be approved by the Director of Art+Design Facilities. Provide a brief explanation of why additional time is necessary below:

__________________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________________

* Faculty Sponsor: ___________________ Director of Facilities: ___________________

Turn this form into the staff in room 240 Art + Design Building.

To be completed after review by Art + Design Facilities Staff.

Room _____ in building ______ is assigned to _______________________________ from the ___ of __________________ until the ___ of ____________________________.

x ____________________________

Failure to vacate the assigned room by the date set forth may result in late fines and the loss of Art+Design Facilities privileges.