

SMTD STUDENT KEY/CARD ACCESS REQUEST FORM

Many rooms of Varner Hall are locked for reasons of security and equipment control. These rooms are used by students in need of the instruments, equipment, and/or specific space because of their skill level, the nature of their study or job.

REQUESTING ACCESS FOR:

ROOM# _____

PURPOSE _____

STUDENT INFORMATION

NAME: _____

PHONE # _____

EMAIL ADDRESS: _____

<i>To be filled out by office staff</i>
CHECK-OUT DATE _____
EXPECTANT RETURN DATE _____
KEY # _____
SPIRIT CARD AUTHORIZATION ____

RULES FOR CONTROLLED ROOM USE

(ANY VIOLATION IS GROUNDS FOR REVOKING ROOM USE PRIVILEGES)

- **ABSOLUTELY NO** smoking, food, or drink is allowed in the rooms.
- Leave the room as clean as you found it.
- Do not vandalize any aspect of the room or equipment.
- The key must be relinquished if you are not currently an enrolled student or employed by the department.
- No private teaching is allowed in these rooms.
- Piano majors have priority use of the grand piano rooms.
- The key cannot be loaned to anyone else.
- You may not unlock the room for other's use.
- You must lock the room when you leave.
- Leaving materials in a room in your absence will not "hold" the room.
- You are responsible for all costs that may result from losing the key.

You must report the loss of your key(s) immediately to VARNER 202. EXT# - 3012

I AGREE TO ABIDE BY THE ABOVE RULES.

Student Signature _____ **Date** _____

INSTRUCTOR'S SIGNATURE

I am the applied instructor or supervisor of the above student, and according to my judgment this person needs to have access to the room requested above for the benefit of his or her studies or job. I confirm that the student is registered for credit in my studio or is now working for me.

Instructor Name _____
(Please Print)

Signature _____ Date _____

The student may now obtain a key from the Office of the Production Coordinator in 202 Varner Hall. Spirit Card authorization is obtained through the SMTD Office in 207 Varner Hall.