

AFTER HOURS FORM
FOR SOUND RECORDING TECHNOLOGY FACILITIES
DURGIN HALL

INSTRUCTIONS: This form must be completed, including the signature of an SRT faculty/staff member and brought to the Department of Music Office **three days** before the date requested. A copy of your signed form will be faxed to the Campus Police and then emailed to you to keep in your possession while using the room(s) designated below. Students must have their campus IDs. For your protection, an alarm button is attached to the key ring in the room(s) in which you will be recording.

NOTE: FORMS ARE FAXED TO SECURITY SO THEY MUST BE CLEARLY WRITTEN IN INK. SECURITY WILL NOT PROCESS ANY FORMS WHICH ARE DIFFICULT TO READ—MOST ESPECIALLY THE NAMES OF OTHER UML STUDENTS USING THE FACILITIES.

TO: University Police **TODAY'S DATE:** _____

FROM: The Department of Music Office – Durgin Hall

RE: Request for use of recording space(s) during hours when Durgin Hall is officially closed.

_____ has requested use of the following Room(s)
205, 211, 223, 212, 212A, 212B, 213, 214, 113, 114, other _____ (rooms circled)

Date Requested: _____
Day of the Week Date

Time Requested: _____

A security officer **will or will not (circle one)** need to admit the student to the building at _____.

Other Students Using Facilities (**print clearly in ink**) _____

The student will call the Security Dispatcher when leaving the building at (978) 934-2394.

Approval: (SRT Faculty/Staff) _____

Approval: (Department of Music Office) _____

cc: Student Faxed date: