

DURGIN HALL OVER-NIGHT ACCESS FORM

FOR SOUND RECORDING TECHNOLOGY FACILITIES

INSTRUCTIONS: This form must be completed, including the signature of an SRT Supervisor and submitted to the Music Office **5 BUSINESS DAYS** before the date you are requesting. No forms will be accepted after the 5-day notice. Names will be submitted to Campus Police at that time.

You must adhere to these terms or your access privileges will be revoked. Please read carefully!

1. You must arrive in Durgin before the building locks at 11:00pm. Load-in must be complete before 11PM. No propping the doors to the loading dock, etc. after that. Also, everyone will be expected to stay through the entire session, so one load-out and again, no propping the doors open. Once you're in the building, you may not leave to get coffee, etc. Gear for the load-out should be staged by the back door, everything wrapped up upstairs, then everyone goes out as a group.
2. You and anyone accompanying you must sign in with the Durgin Security Student worker. Do not give them your UML ID. You do not need to sign out.
3. You must list name and cell phone info for all people who will be accompanying you on the form below. You are responsible for them, so make sure they do not wander around the building. Any damage that occurs will be your responsibility. Please make sure everyone leaves when you do.
4. Information about all attendees including names and contact will need to be printed and placed on the doors of 213 and 114 at the start of the session.

I agree to these these conditions (Signature): _____

Typed name _____ Date: _____

Other students/non-students who are accompanying you (must be typed):

NAME: _____ Cell: _____

Please email form to uml.srt.schedules@gmail.com when complete.

Date Requested:

Rooms have been booked and student is approved for date listed above.

SRT Supervisor Signature: _____ Date: _____

Print Name:

Received by Music Office Staff on Date:

By:

Added to list for: