MOLONEY PERFORMING ARTS CENTER
OVER-NIGHT ACCESS FORM

FOR USE OF SOUND RECORDING TECHNOLOGY FACILITIES

INSTRUCTIONS: This form must be completed, including the signature of an SRT Supervisor and submitted to the Music Office one week (7 days) before the date you are requesting. No forms will be accepted after the 7-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:

Arrival & Access

- You must be inside Moloney Performing Arts Center before the building locks at closing.

Guest Responsibility

- All accompanying individuals must be listed on the form below with their full name and contact information. You are responsible for their conduct. Guests must remain with you at all times, and you are accountable for any damage incurred by them. Everyone must enter and exit the building together when you leave.

Load-In & Load-Out

- Load-in must be completed before 11 p.m. After that time, exterior doors (including the loading dock) may not be propped open. All participants are expected to remain for the full session. Load-out should be done in one trip: gear must be staged by the back door, all activities upstairs concluded, and then the group exits together.

Attendee Information

- A printed list of all attendees (names and contact information) must be posted on the doors of Rooms 213 and 114 at the start of the session.

I agree to these these conditions (Signature): _____

Print name _____ Today's Date: _____

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

NAME: _____ Phone: _____

NAME: _____ Phone: _____

NAME: _____ Phone: _____

NAME: _____ Phone: _____

NAME: _____ Phone: _____

Date Requested:_____Start Time:_____ End Time:_____ Location:_____

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 (please print): _____

Added to list for: _____
Date