Room Reservations and Key Check Out

HOW TO RESERVE A ROOM
• Requests must be made at least TWO (2) business days in advance! (Business Days are Monday – Friday)
• Email requests to music@uci.edu
• Is your request for a Faculty Coaching, Recital or Thesis rehearsal? Let us know!

AVAILABILITY & CONFIRMATIONS
• All reservations are subject to availability.
• Priority is given to lectures, lessons, special events and invited guests.
• Everyone gets a response! Either a confirmation or a notice that the space is unavailable.
• NO confirmation = NO reservation

KEY CHECK-OUT & RETURN
• Key Pickup Hours
  Monday – Friday, 9AM – 12PM ONLY
• Keys will NOT be available for pickup outside these hours for any reason. Students arriving outside these hours will be turned away!

If you are unable to pick up keys during these hours, you may have another student pick them up for you.

● LOST KEYS: $100 fine per key
  Sets of Keys: $100 for each key in the set

● RETURN KEYS IMMEDIATELY!
  Key Drop Box – outside the Music Office
  (patio entrance to 3rd Fl hallway of Music & Media Bldg)

CTSA | MUSIC
is a busy and exciting place!
We receive a lot of requests.
Availability is on a first-come, first-served basis.

PLAN AHEAD & CONSIDER YOUR NEEDS:
• What size room do you need?
• Is a grand piano required?
• If your first choice is unavailable, is there an alternate space or time slot that will work?

MAKE YOUR REQUEST SPECIFIC:
• What room?
• What day(s)?
• What time slot?
  (FROM when TO when)

LIMITED NUMBER OF KEYS AVAILABLE
Please be considerate - return keys on time so that others can access the spaces they need.

THANK YOU!!