

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.

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)

- **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)

LIMITED NUMBER OF KEYS AVAILABLE

Please be considerate - return keys on time so that others can access the spaces they need.

THANK YOU!!