



# Greenwood School of Music

## Room Reservation Form

COMPLETE AND RETURN TO THE  
GSM OFFICE

**WHO:** (Name of person reserving space) \_\_\_\_\_

**WHAT:**

Event: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_

**WHEN:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

If a performance, what time will the performance start? \_\_\_\_\_

Is this a recurring event? ☐ Yes ☐ No

If yes, how often? \_\_\_\_\_ End Date: \_\_\_\_\_

**WHERE:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> SCPA Concert Hall     | <input type="checkbox"/> GSM Lobby          | <input type="checkbox"/> GSM 219 (Sm Chamber)   |
| <input type="checkbox"/> SCPA 123 (Choir Room) | <input type="checkbox"/> GSM 101            | <input type="checkbox"/> GSM 221 (Lg Chamber)   |
| <input type="checkbox"/> SCPA 124 (Piano Lab)  | <input type="checkbox"/> GSM 103 (Conf. Rm) | <input type="checkbox"/> GSM 301 (Med Class)    |
| <input type="checkbox"/> SCPA 135 (Media Lab)  | <input type="checkbox"/> GSM 108            | <input type="checkbox"/> GSM 303 Media Lab      |
|  | <input type="checkbox"/> GSM 110            | <input type="checkbox"/> GSM 319 (Lg Class)     |
|  | <input type="checkbox"/> GSM 200            | <input type="checkbox"/> GSM 401 (Keyboard Lab) |

**ADDITIONAL INFORMATION:**

**Will a piano be used?** \_\_\_\_\_ **Live-streamed?** \_\_\_\_\_ **Recording?** \_\_\_\_\_

**Chairs?** \_\_\_\_\_, how many? \_\_\_\_\_ **Stands?** \_\_\_\_\_, how many? \_\_\_\_\_

Additional Needs: \_\_\_\_\_

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

This space for use of Concert Hall Administrator ONLY

**APPROVED?** ☐ YES ☐ NO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date