

April 6, 2009

Seton Hill Applied Music and Community Music Faculty –

Hello All!! - It's time to reserve your space for your *summer lessons*.

Please, complete and return a request form for each day and/or type of lesson that you will need to reserve a room. You may do this by e-mailing me or sending a fax. (Milburn@setonhill.edu or fax 724.830.1807). Extra forms can be picked up in the music office.

Although you may have had particular rooms reserved for you in the past I need everyone to fill out the Room Reservation Request Forms and follow our new procedure.

Deadline for Summer Requests is May 15, 2009. Any requests that are received after the deadline will be honored after the other requests have been processed.

Summer semester is coming quickly! Please take time to put in your request/s soon. Thank you in advance for your cooperation with the scheduling process.

Please contact me if you should have any questions.

Carol Milburn

724.552.1722

Millburn@setonhill.edu

Please Note

- Scheduling will be first come - first served.
- Room requests cannot be accepted for your own personal practice times, as space much too limited.
- Students being taught must be either SHU students or SHU Community Music Students.

Seton Hill University

Music Program

Room Reservation Request Form for University Adjunct and Community Music Faculty

Date _____

Date received in office _____

Name _____

Semester (Circle One) Fall Spring Summer

Instrument(s) that you will be teaching _____

Day: (Please complete a separate form for each day that you have lessons and will need a room reserved.)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Start Time: _____

Finish Time: _____

Room Choice 1 _____

Room Choice 2 _____

Room Choice 3 _____

Please list any special needs _____

List any dates that you will not be using this requested room _____