

*CSU, Stanislaus*  
*Department of Music*

Snider Recital Hall: Student Reservation Request

Person/Group: \_\_\_\_\_

Reservation date and time: \_\_\_\_\_

Reservation Purpose:  Rehearsal  Degree Recital  Recording\*  
 Other \_\_\_\_\_

\*Recording sessions require a fee of \$20/reserved hour (one hour minimum fee). Fees must be paid at the time of the reservation request approval. If the session goes beyond the reservation time, additional fees must be made in half-hour increments.

All students must pay \$10/reserved hour in personnel fees per staff person needed for a rehearsal reservation outside of normal business hours, 8a.m.-5p.m.

Logistical needs:

Instruments:

9' Piano: \_\_\_\_\_ Harpsichord: \_\_\_\_\_ On rug:   
(Requires Piano Coordinator Approval)

Equipment:

Chairs: \_\_\_\_\_ Stands: \_\_\_\_\_

Recording Session Needs (if any):

Recording Engineer:(only by department approved personnel)  
\_\_\_\_\_ No  
\_\_\_\_\_ Yes: \_\_\_\_\_  
(name of approved engineer)

Use of Snider Recording Equipment:(only by department approved personnel)  
\_\_\_\_\_ Yes: I need to use department equipment  
\_\_\_\_\_ No: I will be using my own equipment

**For Degree Recital: Please include stage set-up diagram**

Live Sound Needs\*\*(if any):

Live Sound Engineer: (only by department approved personnel)  
\_\_\_\_\_ No  
\_\_\_\_\_ Yes: \_\_\_\_\_  
(name of approved engineer)

Microphones: \_\_\_\_\_ Mic stands: \_\_\_\_\_ Monitors: \_\_\_\_\_

\*\*Please include a diagram of microphone placement.

**Return form to Tech office one week prior to reservation date**

\_\_\_\_\_  
Dept. Tech. Approval (Date)  
Date Sent: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
Dept. Chair Approval (Date)  
Date Rec'd: \_\_\_\_\_ By: \_\_\_\_\_

\*Rehearsal/Recording Fee(s) payment of \$ \_\_\_\_\_  
Date Rec'd: \_\_\_\_\_ By: \_\_\_\_\_