

**REQUEST FOR SPACE IN  
HARMON FINE ARTS CENTER AND  
SHESLOW AUDITORIUM  
By Faculty, Staff and Students**

Phone 271-2018

E-mail [Marilyn.Dean@Drake.edu](mailto:Marilyn.Dean@Drake.edu)

Please submit this form to the facilities manager; a confirmation copy will be returned to you.

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_ DATE \_\_\_\_\_

Date Requested	Room Requested	Hours Requested		Event Time		Type of Event	Instrument, Voice, Ensemble (Be specific)
		From	To	From	To		

Telephone requests to reserve space must be confirmed by completing a space request form 48 hours after initial inquiry. Once the completed space request form is received by the facilities manager, a written notice will be returned to you confirming your request. The request will either be a copy of this form or by e-mail.

**No space is officially reserved until written confirmation is returned to the requestor.**

Degree: \_\_\_\_\_

Instructor's Approval: \_\_\_\_\_

Recital Committee Approval: \_\_\_\_\_

Fine Arts Facilities Manager Approval: \_\_\_\_\_

**PROGRAMS NEED TO BE IN THE MUSIC OFFICE TWO WEEKS BEFORE THE RECITAL.  
PLEASE CONTACT THE MUSIC OFFICE FOR THE PROGRAM FORMAT.**

