

# Application Form

## For Use of Anglia Ruskin University (ARU) Department of Music Facilities

### Location

Access is via East Road and the main entrance to ARU. Pass through the main reception area and through the first set of doors on your right. The next set of doors you come to has swipe card access and will take you through to the practice rooms (numbers on doors).

### Access

Access hours are from 8:00 to 23:00 during weekdays. Weekend access hours are from 8:00 to 21:00. Four swipe cards will be available from ARU Reception for use by Hughes Hall members. **All users MUST return the swipe card PERSONALLY to ARU Reception as soon as the practice session has finished (cards will be logged in and out by Security).** Any students who plan to stay after 21:00, please let Reception know, who will then inform Security.

If the card is lost or stolen please notify the ARU Reception immediately.

### Booking rooms

Practice rooms and Hel044 are booked by using the sign-up sheet outside the Recital Hall (next to the water dispenser/accessible toilet). The sheet is updated each week.

Hel038a, Hel037, and evening and weekend access to Hel044, must be booked by emailing the request to techbookings@anglia.ac.uk. The email should include the user's full name, start time, and end time of booking. The booking is in place only when the user receives a reply with official confirmation.

If you are interested in being placed on the **Approved Users List**, please complete the following.

1) Full Name: .....

2) Crsid: .....

3) Email: .....

4) Contact Phone Number: .....

5) Address (include room if in college): .....

6) Course of Study/college status (eg fellow, student, staff): .....

7) Experience/level of qualifications in music (*e.g.*, Grade 5, Diploma, *etc.*):

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8) Instrument(s) played (*include vocal if applicable*)

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9) Anticipated frequency of use of facilities (tick where applicable):

occasional	<input type="checkbox"/>	weekly	<input type="checkbox"/>	2-3 times a week	<input type="checkbox"/>	daily	<input type="checkbox"/>
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to music.practice@hughes.cam.ac.uk. Your application will be reviewed and a response will be sent to you by email as soon as possible.