



THE CAMPAIGN  
FOR XAVIER

*Creating a  
national model of  
excellence for  
21st century students*

**XAVIER**  
UNIVERSITY

Department of Music  
3800 Victory Parkway  
Cincinnati, Ohio 45207-5511  
Phone 513 745-3801  
Fax 513 745-3343

## Music Department Room Request Policy

The Music Department of Xavier University is housed in Edgecliff Hall. Certain rooms are available to student groups as well as groups and individuals outside of Xavier who require rehearsal/performance space.

Student groups who require use of one of the available rooms in Edgecliff, must fill out and submit the form on the next page in order to make the reservation. Please note that if your ensemble requires the use of a piano, a per semester fee will be assessed depending on which piano is requested. A request does not guarantee the use of the space. The music department administrative assistant will contact you to finalize your request.

Individuals and outside ensembles that are not part of the university should also fill out the form. These types of reservations are very limited and will be charged on a per-event basis. Once your form has been received, the department will contact you to confirm the reservation.

If you have any questions prior to filling out the form, please contact the administrative assistant, Mrs. Terry Tatman at 745-3801 or via [email](#).



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### Music Department Room Request Form

Room Requested

- EDC 101      Long Recital Hall
- EDC 103      Classroom
- EDC 201      Dance Room
- EDC 205      Large Rehearsal Room

Requestor

Telephone/Mail Location

Email Address

Cell Phone

Student      Faculty      Staff      Other

Name of Group

Size of Group

Day(s)/Time(s) Requested

Require a piano?      Yes      No

(If yes, tuning/maintenance fee will be assessed per semester depending on instrument used) Fee Schedule:

- Long Recital Hall Steinway      \$200 per semester
- Long Recital Hall other      \$50 per semester
- 103 Upright Piano      \$25 per semester
- 201 Upright Piano      \$25 per semester
- 205 Baby Grand piano      \$50 per semester

[Click to submit](#)