

STUDIO RENTAL RESERVATION CHECKLIST

Please check of and sign after Room Rental and return to Registration Office.

- ☐ Do not enter the room before your scheduled start time.
- ☐ Do not stay in the room past your scheduled end time.
- ☐ Place your Invoice slip in the slot by the door.
- ☐ Return all furnishings to their *appropriate* positions after rental ("I found it this way" is not acceptable.)
- ☐ Return all hand props used in class to the appropriate positions on the shelf:
 - ☐ Dishes washed and put in the drying rack
 - ☐ Cutlery washed and put in the drying rack
 - ☐ Glassware washed and put in the drying rack
- ☐ All food, drink, and empty containers must be disposed of properly. Blue cans with clear bags are for plastic, metal, and glass.
- ☐ Damage to HB Studio property must be reported to the 3rd floor office immediately
- ☐ Make sure all chairs are stacked up after your room rental.
- ☐ If applicable return room key (122 Third Floor) to office.

Please sign below and return slip after room rental.

HB Student-in-Charge (printed): _____

Use Date: _____

Time Slot: _____

Rehearsal Space: _____

Student Signature: _____

Date: _____