

Request for Department Support

Updated: July 2010

The Department of Music supports and encourages Outreach and Off-Campus concerts and events by the Faculty and Graduate students. The scope of these events varies widely, and in most cases has little impact on Scheduled Departmental Events. However, the following issues must be noted when any Departmental Resources are used off Campus for any reason.

- University Policy requires that the individual using the resource notify the Department in writing of the resources being used at least 2 weeks prior to the use. This time is needed to process insurance forms (if required) and for confirmation that conflicts with Departmental resources or scheduled events do not exist. If notification is not acknowledged in writing within the prescribed timeframe, the individual assumes personal responsibility for any theft or damage to the equipment, instruments, or department resources used.