



Rehearsal Room Reservations

Dear Students,

In order to better serve you, we have created Google Calendars for each of the rehearsal spaces in Carpenter Hall. Students may make reservations for up to two (2) hours at a time in CH103, CH109, CH109A, and CH209 via this shared calendar.

Please remember to allow thirty (30) minutes before and after each reservation in accordance with COVID-19 safety protocols. Safety first!

Please keep in mind that use of these facilities is a privilege, and these spaces should be treated with the utmost respect. Please leave the studios in pristine condition, bring only approved beverages in approved containers into the room, and remember to take all items with you when you leave. Rooms CH103 and CH209 are both now equipped with Bluetooth speakers. Please be certain to turn them off when you are finished using them.

When using the piano in CH209, please be certain to return the piano bench to the corner and return the instrument to its proper place as well. While we are planning to install a card-swiper on the door for CH209 soon, please note that reservations for this room should be made only during normal business hours (Monday-Friday, 8:00am – 5:00pm) at this time.

In order to use the reservation system, you will need a Google account. Several of you probably already have one, but if you need help setting one up, please let Ashton's assistant, Mitzi (mitzid@ou.edu) know, and she will be happy to assist. If you already have a Google account, please send your Gmail address to Mitzi and she will make sure you have permission to make reservations on the calendar.

The links to each of the Google Calendars are below:

[CH103](#)

[CH109](#)

[CH109A](#)

[CH209](#)

To create a reservation on the Google Calendar:

1. In the top left corner, click Create.
2. For the title of the event, include your name and any others who will be joining you.
3. Select the date and time for your reservation.
4. Click save. Make sure the calendar reflects your reservation.

If you have any questions, please feel free to reach out to Mitzi at the email address above or by calling (405) 325-3651.

Thank you!