Facilities and Equipment

Eligibility
School of Music students are eligible to reserve School of Music facilities, according to the guidelines under each room listed below, in the School of Music room scheduling office. <CFA 180> You may only reserve a School of Music room for your own use; you may not reserve it for another person or organization. Also, you may only reserve the room for the purpose specified in the guidelines; you cannot reserve it for another purpose without special permission from the School of Music. You cannot reserve a School of Music room for a public event other than a recital. Violation of any facilities policy may result in the revocation for up to one semester of your eligibility to use the practice rooms or reserve other rooms and/or possess School of Music keys.

Reservations
You must reserve a hall for a recital no less than one month ahead; you must reserve a room for a recital rehearsal no less than one week ahead; you must reserve a room for any other purpose no more than one day ahead. If you will not be using your reservation, please inform the School of Music room scheduling office <CFA 180> as soon as possible, so that the room can be made available for others to reserve. Please don’t use School of Music facilities without a reservation or outside of the time of your reservation; you will be expected to immediately vacate a room for which another person has a reservation.

Classrooms
School of Music students may reserve any of the School classrooms in the College of Fine Arts or in the Margaret Morrison building for chamber music rehearsals by reserving a time and by obtaining a key from the room scheduling office. <CFA 180> When finished, please leave the room set up for a class with all the furniture back in place.

Faculty Studios
Some faculty studios may be used for special rehearsals. You may use your teacher’s studio by obtaining faculty permission and by reserving times in the room scheduling office. <CFA 180>

Alumni Concert Hall
Alumni Concert Hall may be reserved for rehearsals by requesting times in the room scheduling office. <CFA 180> The piano may not be moved from the stage to the floor without supervision. If the hall is available and the time requested is after business hours, a security pass will be issued. You are
responsible for seeing that Campus Security is called to lock the hall when the rehearsal is finished.

**Kresge Recital Hall**
Kresge Recital Hall may be reserved for dress rehearsals and recitals. To schedule a time, contact the Operations Manager. <CFA 164> The acoustic ceiling lights must be turned off after use. House lights should be dimmed. Music stands, chairs, and tables must be removed or properly stored backstage. If the hall is available and the time requested is after business hours, a security pass will be issued. You are responsible for seeing that Campus Security is called to lock the hall when the rehearsal is finished.

**Skibo Room**
The Skibo Room may be reserved for rehearsals by requesting times in the room scheduling office. <CFA 180> Please make sure that the room is set up for a class with all furniture back in place, the piano moved back close to the wall, all lights turned off, windows closed and locked, and doors locked.

**Keys**
You may have a maximum of 3 keys under your name in the key database at any time. You may not transfer a key to another person; it must be in your possession at all times. You may check out a key no more than 24 hours before you need the key, and you must return the key no more than 24 hours after using the key.

If you need a key on the weekend, you may check out the key on Friday and return it on Monday. If you need the key again, you must return the key and check it out again; you cannot keep the key between reservations. All keys are to be returned by the date they are due. This is for your own protection. If something is missing from one of the rooms, all persons holding keys to that room will be questioned. If you don’t return a key by the due date, you are liable for a $50.00 charge that will be debited to your student account.

**Maintenance**
Please report any problems with locks, lights, or equipment, in any room, including practice rooms to the Director of Operations. <CFA 164>

You are responsible for the facilities you reserve. Please don’t eat or drink in the room and lock the windows and door before you leave.