Facilities and Equipment

Lockers

To register a locker, choose a locker and lock it with your own lock. Complete a Locker Registration Form (available in CFA 108). Return the form to the Student Services office. Registration is not confirmed until the form is returned.

To use two lockers, an oversized locker, or a locker-cabinet you must ask for permission first. Complete a Locker Registration Form including information about your request (available in CFA 108). Return the form to the Student Services office. Registration is not confirmed until the form is approved.

Only current School of Music students may apply for a CFA basement locker. Notifying the Student Services office of your locker number or receiving approval to use multiple/oversized lockers qualifies your locker as being registered. If a music student decides to use a School of Music locker without prior registration with the Student Services office, the locker is considered unregistered. Locks found on unregistered lockers are subject to removal. The School of Music assumes no responsibility for damage or theft to personal belongings in lockers. If you own an instrument or musical equipment, make sure it is insured. Oversized lockers and locker-cabinets are kept locked by the School of Music until assignment to a student or students.

Equipment

Instruments
The use of either one of the School's harpsichords or the electronic keyboard or the harp is restricted either to ensembles (Orchestra, Wind Ensemble, Contemporary Ensemble, Concert Choir, Repertory Chorus, Jazz Vocal Ensemble, Jazz Ensemble, Baroque Ensemble, or Opera Orchestra) or to student recitals which are scheduled in Alumni Concert Hall and Kresge Recital Hall only. The delicate nature of the instruments and the unavailability of transportation for equipment for individual recitals mandates this policy. Any student requiring an instrument of this nature for a purpose other than those specified above must look outside the School for assistance. See the Director of Operations for assistance.

Music Stands
Music stands are to be kept secured at all times. Our priority is to ensure that all ensembles have as many stands as necessary to sustain their rehearsals and concerts. Our objective is to always have 70 in ACH, 20 in Kresge, 15 - 20 in MM 119, and 3 in CFA A2. Beyond these numbers, any extra music stands may be strategically placed in
certain studios. Due to the increasing cost of replacing music stands as well as the theft and loss of stands over the course of the academic year, music stands may not be left unlocked and available to be transferred to practice rooms and/or classrooms. It is highly recommended that students invest in an inexpensive, portable wire stand for use in practice rooms or for chamber music rehearsals.

Phones
Phones in School of Music offices and studios are not available for student use.

Fax Machine
A fax machine is located in the School of Music office. <CFA 105> Faxes can be sent at a cost of $3.00 for the first page and $1.00 for every subsequent page.

Copiers
The closest available public copiers are located in Hunt Library on the main floor. The School of Music copier is available for official School business only.