

Guidelines for faculty organizers of external music workshops/festivals/competitions and other external Music activities sponsored by the School of Music

These guidelines cover all music workshops/festivals/competitions and other external music activities organized by School of Music faculty members with support from the School of Music, taking place on or off University of Utah premises.

1. Please complete the attached budget. **This budget must be submitted and approved by the Director of the School of Music before any public announcements about the external activity are made.** If you need help, please contact Michelle Addison in the School of Music office.
 - a. 6 % of the activity's revenue will be assessed towards the use of University facilities and staff support, including Music Office staff support, stage managers, and piano technicians.
 - b. Any payments to the faculty member organizing the activity, or to his or her relatives, must be in compliance with Policy 1-020 *Required Professional Boundaries in Relationships*, and must first be discussed with the Director of the School of Music. A clear justification for the payments must be presented in writing to the Executive Committee of the School of Music.
2. Participation in the activity of immediate family members of the faculty member organizing the activity must be in compliance with Policy 1-020 *Required Professional Boundaries in Relationships*, and it must be discussed with the Director of the School of Music when the budget is submitted.
3. If the activity is specifically designed for minors (persons under 18 years of age), then the responsible faculty member must ensure compliance with Policy 1-015 *Safety of Minors Participating in University Programs or Programs Held on University Premises*.
 - a. Faculty members should complete all the requirements listed at <https://youthprotection.utah.edu/> including registering the activity, having all required adults complete the online Safety of Minors Policy Training video at <https://utah.bridgeapp.com/> and ensuring all required background checks have been completed.
 - b. Non-University students who are under 18 years of age and their Parents/Legal Guardians must complete the waiver: MINOR PARTICIPANT INFORMED CONSENT & PARENT/GUARDIAN CONSENT TO TREATMENT, WAIVER AND RELEASE FOR U OF U EVENT OR ACTIVITY located at <https://riskmanagement.utah.edu/forms/index.php>). The forms must be turned into the Music Office before the sponsored activity.
 - c. Because the Safety of Minors Policy and Rules prohibit one-on-one interaction between an adult and minor, and because the School of Music Offices do not have windows to permit observation by others, if the activity will involve one-on-one engagement between a minor and an adult in the faculty member's office or other non-public space, the parent/legal guardian must remain with minor during the sponsored activity.
4. Please complete the attached request for facilities. Please include all School of Music concert halls and rooms that will be used for the activity.