

University of Utah - School of Music Practice Room Policy 2026-2027

School of Music practice rooms in David P. Gardner Hall are a limited resource available to all active University of Utah students, faculty and staff. **Rooms are not available to be used by friends and family members of University of Utah students, faculty, and staff.** Practice rooms are only to be used to rehearse and they may not be used by students, faculty, or staff to teach private lessons unless they have been appointed as instructors by the School of Music.

Approximately two-dozen individual practice rooms are available to University of Utah students, faculty, and staff. Several other auxiliary practice rooms are available to Music Majors in selected programs. Practice rooms are located on the basement level of David P. Gardner Hall and in the east wing upper level of the Concert Hall addition. Several practice rooms have restricted usage and are only available to students in specific classes or degree programs. The following rooms have limited access 006 (Chamber Music), 104B (Organ), 278 (Organ), 166 (Percussion), 170 (Percussion), 289 (Percussion), 295 (Harp).

Fees

The fee for use of practice room facilities is \$60.00 per academic year (August 1 – July 31) for Music majors. The fee for piano performance/pedagogy majors is \$100.00 per academic year (August 1 – July 31) for access to practice rooms with grand pianos. The fee for non-music majors and University faculty and staff is \$100.00 per academic year (August 1 – July 31).

The fee is paid online at <https://umarket.utah.edu/um2/uofumusic>. **Fees are non-refundable.** You must submit the practice room access fee and form online to have your UCard be coded to access the practice rooms.

Access

Every practice room is equipped with a card reader device. Access is gained with coded University ID cards (UCard). For the School of Music to code your card for access, you must have a valid UCard. Hold your card in front of the card reader to open the door. A green light will appear for several seconds. Push the door open while the light is green. Not all doors with card readers are practice rooms. The University monitors and keeps a permanent record of every card that passes through the card reader.

The practice rooms are available on a first come, first serve basis for one academic year (August 1 – July 31). There will be times when practice rooms will not be available for use during special events or for annual maintenance. *Please limit your practicing to one hour during peak hours of usage (9:00 AM – 2:00 PM).* During off-peak times there is no time limit. Please be courteous by allowing piano students to use the rooms with grand pianos and students with larger instruments to use the larger practice rooms.

David P. Gardner Hall is open seven days a week from 6:00 AM until 10:00 PM. David P. Gardner Hall is closed on all federal holidays and university closure days, the card readers are inoperable on those days. For security reasons, University of Utah security personnel lock the building nightly at 10:00 PM. Practice room access is available 6:00 AM - 10:00 PM. **All students must leave the building by 10:00 PM.** There may be no unsupervised student presence in the building between 10:00 PM and 6:00 AM.

Security

All practice rooms are equipped with a police alarm system for use in case a threatening situation should arise. The alarm notification is sent directly to the University of Utah Department of Public Safety. **Propping doors open is a violation of University policy. If you are in violation of the policy, your card access will be deleted.**

General Policies

- **No food, drink, or gum is permitted** in the practice rooms or on the basement level of David P. Gardner Hall. Only enclosed water bottles with water are allowed in the practice rooms. No kettles or hot plates allowed in practice rooms.
- The University of Utah is a dry campus. Use, possession, and distribution of alcoholic beverages of any type, including beer, on university premises is prohibited except as permitted by law and university regulations.
- The use of candles and the burning of incense in University of Utah facilities are prohibited except in conjunction with recognized religious activities. Even unused (decorative) candles/incense are prohibited in University of Utah facilities. The use of candles or the burning of incense for recognized religious activities must receive prior approval, no exception.
- The practice room windows are not to be blocked at any time, in compliance with safety and fire codes.
- Practice rooms are for **individual** practice and occasional sectional, or chamber music rehearsal associated with the School of Music.
- University of Utah ID cards (UCard) and practice room privileges are not transferable. DO NOT loan ID cards or provide practice room access to any other person, student, or non-student. Failure to comply with this policy will result in loss of practice room privileges.
- You cannot leave items in the room to reserve them. If the room is vacant for 15 minutes or more, items left in the room will be removed from the room. The practice room will then become available for another person can use the room for practicing.
- Practice rooms are not lockers. If you need a locker, please visit the School of Music Office (204 DGH) to request a music locker for the school year.
- You **may not** use practice room facilities as a rehearsal space for a private, non-University group of any kind. The Director of the School of Music must approve use of any David P. Gardner Hall facility for rehearsal for a non-University group.
- Students **MAY NOT** teach private lessons in the practice rooms or anywhere in David P. Gardner Hall unless they have been appointed as instructors by the School of Music or part of the course requirement for pedagogy courses. These types of activities must be scheduled through School of Music Facilities, facilities@music.utah.edu.
- When exiting a practice room always make sure that the door shuts properly and is locked. You are responsible for the condition of the room if you were the last one in it.
- Propping any door open is a safety hazard and a violation of University policy.
- All individual instrumental/vocal practice must take place in designated practice rooms. Classrooms, rehearsal halls, hallways, staircases, bathrooms, loading dock, freight elevator room, and other rooms in Gardner Hall/Concert Hall are not practice rooms and may not be used as such, day or night.
- DO NOT study in the practice rooms. There are other areas in the building available for studying, i.e. the McKay Music Library, Bastian Atrium and the Engebretson Student Lounge.
- Some practice rooms are also teaching studios for University of Utah School of Music faculty. Practicing will not be allowed in these rooms during scheduled teaching times. You will be asked to leave if the room is reserved for lessons.
- If you notice any problem with any of the practice rooms, please report it to the Music Office immediately.

- Report piano problems, i.e. broken strings, pedal sticking, broken piano benches, etc., through the online form at <https://music.utah.edu/forms/piano-problems.php>.
- Students without practice room access must plan to practice at home or elsewhere.
- Violation of these policies will result in revocation of practice room privileges.

Additional Practice Room Space at Fine Arts West

Additionally, there are 5 modules (1st level FAW by FAW 110) and 4 rooms (FAW 212, 214, 216, 218) available in the Fine Arts West for practicing. They are available Monday through Friday 8:00 AM to 2:00 PM. To practice in these spaces, you must check out a key from the Music Office each time you practice. You will need to leave your ID Card with the Music Office and when the key is returned, your ID will be returned.

Additional Practice Room Space for Piano Performance/Piano Pedagogy Majors

Piano Performance/Piano Pedagogy majors are permitted to practice in 4 studios with grand pianos. These rooms are designated primarily for teaching by adjunct wind and string faculty but will be available most of the day for piano practice. When faculty members arrive to teach (mostly Utah Symphony personnel) students must vacate the studio.

The following studios are available: Room 172, 178, 188, 194. Graduate Students only, can use the additional rooms: Room 282, 318. These rooms will not be available for practice if they are being used for other authorized activities (i.e. classes). Practice Room 006 will be available for piano practice after the chamber groups have signed up for rehearsal times in this space.

To use these rooms, pianists must:

- Pay the \$100 practice room fee for piano performance/pedagogy music majors at <https://umarket.utah.edu/um2/uofumusic/>.
- Practice time is limited each day to 2 hours in any one room. You may move to another practice room if one is available.
- In addition to the piano performance/piano pedagogy practice room policy, students must also follow the general Practice Room Policies above.