School of Music  
Practice Room Policy 2020-2021

School of Music practice rooms in David P. Gardner Hall are a limited resource available to all active University of Utah music majors, music minors and musical theatre students. **Rooms are not available to non-music majors, faculty and staff or their family members.** Practice rooms 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 music majors, music minors and musical theatre students. 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 specified classes or degree programs.

**Fees**
The fee for use of practice room facilities is $60.00 per academic year (August 24 – July 31) for Music majors. The fee for piano performance/pedagogy majors is $100.00 per academic year (August 24 – July 31), for access to practice rooms with grand pianos. The fee for music minors and musical theatre students is $100.00 per academic year (August 24 – July 31).

The fee is paid online at [https://umarket.utah.edu/um2/uofumusic](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.

**Temporary COVID-19 Policies**
- **Limited hours:** Use of practice rooms is limited to one hour per day; two hours per day for pianists, only in designated piano rooms. To use a practice room you need to sign up each week for a specific time and practice room at [https://music.utah.edu/students/PracticeRooms.php](https://music.utah.edu/students/PracticeRooms.php). When your time is up, you must vacate the practice room. After your reserved practice room time ends, a mandatory 30-minute air exchange period is incorporated into the practice room schedule. During this period the practice room must remain empty. **Do not overstay.** There will also be times when practice rooms will not be available for use, during special events, or for maintenance.
- **Safety guidelines:**
  1. If you are not feeling well, please stay home and do not use the practice space.
  2. Bring your own music stand.
  3. Wash your hands before entering a practice room.
  4. Wear a mask and maintain at least 6 feet of physical distancing as you enter (and exit) a practice room.
  5. Only enter the practice room to which you signed up. Do not enter practice rooms not assigned to you.
  6. Use a disinfecting wipe to wipe doorknobs, light switches, piano keys, and piano bench knobs. Avoid wiping finished wood surfaces on pianos and benches. Hand sanitizer and disinfecting wipes are stationed outside practice rooms.
  7. All students must wear a mask at all times in practice rooms.
  8. Students must follow all rules regarding practice room start and end times.
  9. Wash your hands after exiting the practice room. In general, practice good hygiene – wash your hands frequently, carry hand sanitizer if possible, and try not to touch your face.

**Access**
Every practice room is equipped with a card reader device. Access is gained with coded University ID cards (UCard). You must have a UCard in order for the School of Music to code your card for access. Pass your card by 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 makes a permanent record of every card that passes through the card reader.

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 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 7:00 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 or drink is permitted in the practice rooms or on the basement level of David P. Gardner Hall.
• The practice room windows are not to be blocked at any time for safety and fire codes.
• Practice rooms are for individual practice and occasional sectional or chamber music rehearsal associated with the School of Music.
• 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.
• 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.
• DO NOT study in the practice rooms. There are other areas in the building available for studying, i.e. the McKay Music Library.
• 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, etc., through the online form at https://music.utah.edu/forms/piano-problems.php.
• All individual instrumental/vocal practice must take place in designated practice rooms.
• Students without practice room access must plan to practice at home or elsewhere.
• 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.
• Propping any door open is a safety hazard and a violation of University policy.
• Violation of these policies will result in revocation of practice room privileges.