

## *School of Music Practice Room Policy*

School of Music practice rooms in David Gardner Hall are a finite resource available to all active University of Utah students, faculty, and staff. Rooms are not available to non-student spouses or other family members.

Approximately two-dozen individual practice rooms are available to University of Utah students, faculty, & staff. Several other auxiliary practice rooms are available to Music majors in selected programs. Practice rooms are located on the lower level of Gardner Hall and in the east wing upper level of the Concert Hall building and the West Institute.

A fee for use of practice facilities is \$60.00 per academic year (August 1 – July 31) for Music majors. The fee for students in other majors and University faculty and staff is \$100.00 per academic year (payable for the entire academic year only, August 1 – July 31). The fee is paid at the tuition window located on the first floor of the Student Service Building. **Fees are non-refundable.**

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. **David P. Gardner Hall**, including the Concert Hall building, is open seven days a week\* from 6:30 AM until midnight. For security reasons, University of Utah security personnel close (lock) the building nightly at 10:00 PM. If students are in the building when it is secured at 10:00 PM they may remain inside until midnight. Practice room access is available 6:30 AM - 11:00 PM. After 11:00 PM you cannot enter the practice rooms, even if you are still in the building. All students must leave the building by midnight. There may be no unsupervised student presence in the building between midnight and 6:30 AM.

Please limit your practicing to one hour during peak hours of usage. During off-peak time there is no time limit.

\* David Gardner Hall is closed all federal holidays. Card readers are inoperable on those days.

Every practice room is equipped with a card reader device. Access is gained with coded University ID cards (UCard). Students must have a proxy UCard in order for the School of Music to code their 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.

All practice rooms are equipped with a police alarm system for use in case a threatening situation should arise. Information on use of this system will be provided to students who use practice rooms.

Students should see Claudia Horton to obtain permission to use a Gardner Hall practice facilities. ID cards will be coded for entry into all appropriate practice rooms upon payment of the Practice Room Fee. This will provide access to the practice rooms for the school year and following summer (August 1 – July 31).

No food or drink is permitted in the practice rooms or on the basement level of David Gardner Hall. The practice room windows are not to be blocked at any time for safety and fire codes.

Violation of these policies may result in revocation of practice room privileges.

Several practice rooms have restricted usage and are only available to students in specified classes or degree programs. The following rooms have limited access 006 (Chamber Music), 166 (Percussion), 170 (Percussion), 289 (Percussion), 295 (Harp), West Institute (Piano Performance Majors Only).

Student ID cards 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.

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 Gardner Hall facility for rehearsal for a non-University group.

Students **MAY NOT** ever teach private lessons in the practice rooms or anywhere in Gardner Hall.

**DO NOT** reserve or “hold” a practice room by leaving a coat, music, instruments, etc. while you go to class or somewhere else. Rooms unoccupied for more than five minutes may be claimed by another student.

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 and the Engebretson Student Lounge.

Some practice rooms are also teaching studios. 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.

Please be courteous by allowing piano students to use the larger rooms or instruments with the grand pianos. If you don't need to use a room with a piano, please use a room without one.

If you notice any problems with any of the practice rooms please report it to the Music Office immediately. Of particular concern are any problems with the pianos in any of the rooms, i.e. broken strings, pedal sticking, etc.

**Note:** Classrooms, rehearsal halls, hallways, and other rooms in Gardner Hall/Concert Hall are not practice rooms and may not be used as such, day or night. All individual instrumental/vocal practice must take place in designated practice rooms. Students without practice room access must make arrangements to practice at home or elsewhere.