GENERAL INFORMATION

School of Music Facilities

Smith Music Hall (SMH) is generally used by the following divisions:

1. Voice
2. Piano
3. Organ
4. Harpsichord
5. Percussion
6. Jazz
7. Piano Shop

The Smith Recital Hall, Smith Memorial Room, and Smith Room 25 are the allocated performance spaces in this building.

Music Building (MB) is generally used by the following divisions:

1. Winds
2. Strings
3. Brass
4. Musicology
5. Composition and Theory
   a. Electronic Music Studios
   b. CAMIL labs
   c. CMP
6. Administration

The Music Building Auditorium (MBA), Recording Studio (MBRS), and 1201 are available performance spaces in this building.

Music Annex (MA) is generally used by the following:

1. Musicology TA’s
2. Music Ed TA’s
3. Faculty overflow offices
4. Sinfonia da Camera
5. Bands (storage)
6. World Music

Harding Band Building (HBB)

1. University Bands
2. Athletic Bands
3. Band Classes
4. Some SOM classes

Krannert Center for the Performing Arts (KCPA)

1. Opera
2. Orchestra
3. Choral Music
SPACE USE POLICIES
(Academic Year 2013 – 2014)

The vision for a 21st Century School of Music includes an emphasis on the utilization, maximization, and improvement on quality of the tuition differential and academic spaces provided by the School of Music.

1.1 – CLASSROOMS, REHEARSAL ROOMS, GENERAL FACILITIES USE

Use of University of Illinois School of Music Premises and Facilities, Music Building, Smith Memorial Hall, Music Annex.

The University of Illinois does not normally make available its buildings and facilities to individuals or outside organizations for private use. Exceptions may be made only if the proposed use is consistent with the School of Music institutional policies and missions and the individual or organization fully compensates the School of Music for all appropriate costs and fees.

1. With respect to the facilities assigned to the School of Music, the School of Music shall have priority over all other groups, unless a use has already been scheduled pursuant to this policy.
2. University-sponsored groups and University-affiliated groups shall have priority over nonaffiliated programs. University-sponsored and/or affiliated groups are responsible for conforming to and meeting requirements as put forth by the University of Illinois, School of Music, and/or any applicable Registered Student Organization policies.

All School of Music facilities are owned by the University of Illinois and the State of Illinois.

The following guidelines are followed by the events and space staff when scheduling requests:

1. Academic activities involving course credit.
2. College-sponsored activities as directed by a department within the School of Music, and/or the Director of the School of Music.
3. Academic activities other than course related activities and directed by the College of Fine Arts, and/or the offices of the President or Chancellor.
4. Academic activities related directly with a course for credit.
5. Administrative department meetings and programs.
6. Co-sponsored activities.
7. External activities.

Scheduling for academic activities related to a course for credit may be scheduled by a current faculty, staff, or registered student through the online reservation request system and approved by the Events Office.

Scheduling co-sponsored, affiliated, or external activities in Performance Spaces must be done through the Events Office, and must meet the requirements as outlined below:

The School of Music conforms to the University requirement that all non-University groups and groups not directly associated with the School of Music furnish proof of liability insurance. These groups must meet an indemnification agreement, a rental agreement, and will be charged a rental fee. Proof of insurance and indemnification agreement and rental agreement must be filed and approved by the Events Office before any facility or property can be approved for outside use.
All non-University groups must agree to indemnify and hold harmless the University, its Trustees, officers, agents, and employees, from and against any and all claims, demands, actions, or causes of action for loss, damage, expense, or liability of whatsoever type, including injuries to persons, property, arising out of or in any way related to the group’s presence on or use of the leased premises.

Classrooms are not available to outside groups or organizations. The School of Music classrooms are for School of Music activities and classes only.

The School of Music at the University of Illinois at Urbana-Champaign strives to provide a safe and secure environment for its students, faculty, staff, and users. We acknowledge that there are individuals who may prey with criminal intent, disturb events, or otherwise cause injury or the defacement of property:

1) All classroom events/reservations are supervised by the School of Music Night Monitor Crew or Stage Crew.
2) Large events require Stage Crew, and additional support staff if necessary as deemed appropriate at the time of indemnification.
3) Food and beverages are allowed only in designated locations.
   a. If food and beverages are to be served or catered, specific permission must be granted at the time of indemnification for non-affiliated/sponsored groups.
   b. Student/faculty recitals are subject to proper location as determined by the Stage Crew or SOM official.
4) Alcoholic beverages are not allowed in School of Music facilities.
5) All users will act in a manner consistent with safe and appropriate behavior conducive to a productive learning atmosphere.
6) Users will treat others with respect, through actions and words.
7) Users will not deface or destroy state or private property.
   a. Complaints in matters 5, 6, and 7 will be taken seriously. Persons who are deemed in violation may be subject to academic discipline, loss of space use privileges, and in the case of vandalism, bullying, or assault, will be reported to the proper authorities.

Notice on “Fronting”: Fronting is the act of a person or group unaffiliated with the university by persuading a student organization, faculty/staff member, or student to act as sponsor or vice-versa. Fronting may also be defined as permitting a non-University individual/organization to use the University space/facilities under the guise that the activity is a University-sponsored program in order to avoid denial, payments, or policy. This practice is prohibited in School of Music Facilities.

Reserved or leased space may not be “sublet,” or transferred to another individual organization, ie. Allowing other individuals/organizations to use reserved space/leased spaced in lieu of the original reservation intent and/or beyond the approved scope of the reservation/lease.

Practice rooms are available for currently registered student, faculty, and staff use only.

The School of Music conforms strictly to the Use of University Premises and Facilities on the Urbana-Champaign Campus. (Section 1.2)
School of Music Space Committee

The School of Music Space Committee is comprised of one representative from each division. The primary function of the Space Committee is to consider and govern all space assignments, utilizations, requests, and issues of offices, academics space, and facilities in a democratic and transparent fashion.

Further, the Space Committee discusses proposed policy and needed alterations. Each academic year, the Space Committee evaluates options for building security, hours, etc.

The Space Committee acts a vehicle through which departments can communicate space needs, space use, and work cooperatively together. To make suggestions or requests, please communicate with your Space Committee delegate:

Generally, the Space Committee hears and votes on all space requests, suggestions, and needs. Once a decision by majority vote is received, the Space Committee submits their recommendation to the Director’s Office for final consideration. Action on space will not be taken without a recommendation by the Space Committee and approval from the Director’s Office and/or Business Office.

1.2 – Use of University Premises and Facilities on the Urbana-Champaign Campus
http://cam.illinois.edu/viii/viii-1.htm - accessed June 2013

University premises and facilities are available for use by individuals or organizations for purposes relating directly to the University's regular educational or research programs. Any individual(s) or organization wishing to use University premises or facilities for any other purpose must obtain approval from the appropriate campus authorities. Questions relating to such usage should be directed to the Office of the Registrar.

USE OF UNIVERSITY PREMISES AND FACILITIES BY UNIVERSITY ORGANIZATIONS, CAMPUS BOARDS, REGISTERED ORGANIZATIONS, RELATED (ALLIED) ORGANIZATIONS, AND CAMPUS-COMMUNITY ORGANIZATIONS*

Campus authorities may grant permission to use University premises and facilities to these organizations when the use is generally compatible with the University's teaching, research, and public service missions.

Admission fees and contributions are not permitted at events on University premises except when permission is granted in advance by appropriate campus authorities. Permission will be granted only if one of the following conditions is met:

1) The requesting group is a University Organization, and the fee to be charged is for the purpose of paying the expenses of the event or to support the unit's teaching, research, and public mission services.
2) The requesting group is a Campus Community Organization and the fee to be charged is only for the purpose of paying the expenses for the event.
3) The requesting group is a Campus Board or Registered Organization, and the proceeds from the event are placed into the treasury of the organization concerned, the funds of which are expended according to University rules under the supervision and with the approval of the appropriate campus authorities.
4) The requesting group is an Allied Organization, and the proceeds from the event go into the treasury of the organization concerned, the funds of which are expended according to the rules established by and with the approval of the appropriate governing board.

*As defined in the section, "Registered Organizations and Facilities" of The Student Code.
USE OF UNIVERSITY PREMISES AND FACILITIES BY OUTSIDE ORGANIZATIONS AND INDIVIDUALS*

Campus authorities may grant permission to use University premises and facilities to outside organizations and individuals when that use is generally compatible with the University's teaching, research, and public service missions, and each of the following conditions is met:

1) The use does not interfere in time and/or general nature with any aspect of the work of the University or any of its departments.
2) The premises or facilities requested are not needed for any University events or any events sponsored by any of the groups listed in part A of this directive.
3) No admission fee will be charged or contributions solicited at the event unless the funds are to be used only to cover the expense of the event and permission has been granted in advance by the appropriate campus authorities.
4) The use of University premises and facilities is not available to individuals or non-University organizations for presentation of public entertainment events. Outside organizations and individuals may not sponsor events when admission fees, profits, or funds raised are to accrue to the individual or the organization, even though the funds are for public benefit.
5) University premises and facilities shall not be used for benefit events, charitable or otherwise, except with the special approval of the Chancellor. Benefit events are those events intended to raise money for uses other than the expenses of the sponsoring organization or the support of other university activities.

Outside organizations may use certain auxiliary service space, such as the Assembly Hall, Krannert Center for the Performing Arts, and housing facilities for meetings, conferences, and conventions if attendance at such events is limited to members of the organization or if admission to the public is free.

Use of University premises and facilities by individuals other than in connection with the University's educational or research programs is normally not permitted. Subject to the approval of the appropriate campus authorities, certain University premises and facilities may be made available for use to the students, faculty, and staff of the University and their families, provided such use does not interfere with the regular educational programs of the University or with the activities of the various eligible organizations previously identified in this directive.

Young people (generally under 18 years old), who are not University of Illinois students are welcome on the campus to participate as invited guests in supervised activities developed especially for them, to attend scheduled public events, to participate in supervised education programs, and when accompanied by a parent, guardian or responsible adult who is eligible to use University facilities. Campus facilities are not available for their use under other circumstances. Faculty and staff may ask uninvited guests to leave a facility or, if such visitors refuse to leave or challenging them would cause concern for personal safety, the University police should be called for assistance (333-1216 or 9-911).

REQUIREMENTS AND LIMITATIONS RELATING TO USE OF UNIVERSITY PREMISES AND FACILITIES

Organizations and individuals using University premises and facilities must comply with all reasonable requests related to such usage made by campus authorities having responsibility for the premises or facilities concerned.
Campus authorities retain the right to assign the most appropriate premises or facilities available for a given event and to determine whether appropriate facilities are available. Prevailing contracts entered into by University units will be honored.

Decisions concerning interpretations of policy on the use of University premises and facilities may be appealed to the Committee on the Use of Facilities as specified in Article II, Part 5, §2-508 of The Student Code.

The use of all University premises and facilities is subject to all applicable state and federal laws and must be in accord with the policies of the Board of Trustees.

The Chancellor or his or her designee has the authority to permit exceptions to these regulations and to develop additional regulations as may be appropriate.

| University premises and facilities cannot be used for private gain or non-educational purposes, either by individuals or organizations, except for Facilities Use Agreements processed by the Office of Sponsored Programs and Research Administration (OSPRA) for research purposes. These agreements are typically placed with commercial concerns located as tenants in the University South Research Park who may need access to specialized laboratories to conduct their research. Contact OSPRA at 217-333-2187 with any questions about processing. |

University permission for the use of premises and facilities by an organization or individual neither implies approval nor disapproval of the purposes of the individual or organization or events sponsored by that organization or individual.

All questions or requests relating to the use of University premises and facilities should be directed to the Office of the Registrar.

1.3 INSURANCE REQUIREMENTS FOR LEASED PERFORMANCE SPACES

(Academic Year 2013-2014)

The University now requires all departments to be liable for their own insurance policies, which includes users and events not associated with the department. In accordance, to limit the liability placed on the School of Music, users wishing to utilize the School of Music space and facilities must furnish proof of limited liability. Please see Events Office for specific liability requirements.

The University requires a minimum of 1,000,000.00 per day of liability insurance. Policies are available through most insurance brokers. Rates vary based on length of time, activity, and persons involved.

Proof of insurance will be included with the building use indemnity agreement, and will be kept on file in the Events Office. A reservation will be made only AFTER the indemnity agreement and proof of insurance has been filed.

COMMUNITY GROUPS and ENSEMBLES **All require liability insurance**

This includes all community groups, outside of the scope of School of Music classes, Outreach and Public Engagement, or Development and Outreach, even if/when members or administrators may be School of Music faculty, staff, or students.

- Choruses, Bands, and Orchestras
- Professional or student groups
- Lessons – including private (entrepreneurial) lessons, or other music based businesses
- Private studio showcases and recitals
- Private recitals/concerts

**SCHOOL of MUSIC ENSEMBLES and GRADE SEEKING CLASSES – DO NOT require additional insurance.**

### 1.4 PRACTICE ROOMS

Practice rooms are for registered School of Music students and affiliated Outreach and Development programs. Keys are available for check out during the Academic Year and the summer sessions. Keys must be renewed or returned at the end of each cycle, and must be returned upon graduation, or upon un-enrolling from music courses.

1) Rooms with grand pianos are reserved for piano and piano-related Majors. (silver sign)
2) Rooms with uprights are for instrumentalists and vocalists. (gold sign)
3) Rooms with percussion are for percussionists and authorized users only. (orange sign)
4) Rooms may be reserved on the door of each practice room.
   a. Sign-up sheets are posted weekly.
   b. Students may sign up for no more than 3 hours per day, per room.
5) Food and drink (other than water) is not permitted.
6) Windows must remain uncovered for occupant safety.
7) Items should not be left in rooms unattended.
8) Rooms designated as practice rooms are not available as office and/or storage space.
9) In accordance with the University Policy and Illinois State Law governing the use of state-owned buildings, the School of Music does not condone the teaching of private lessons for personal gain in the School of Music facilities.

### 1.5.1 OFFICE USE

University offices are provided to faculty and staff conducting official University business. Please be aware that the care and condition of the room is the responsibility of the assigned persons, and should be utilized for the intended purpose only.

*As required, offices may be entered by the Director, SOM Operations staff, FAA-IT, and Building Service Workers.*

The custodian of an assigned office or practice is solely responsible for the room and the content of the room, including personal and state property. Custodians may limit or deny access to coworkers, supervisors, and/or students.

**Offices MAY NOT** be painted without express permission by Chad Wahls, the School of Music Facilities Manager. Please contact Mr. Wahls for a list of appropriate color schemes and appropriate methods for having your room painted.
1.5.2 GRADUATE/TEACHING ASSISTANTS*

1) Graduate and teaching assistants will be assigned as Assigned Practice Space. The School of Music no longer assigns “offices” to TA’s/GA’s. Rooms will be designated for each department, and will be assigned by the Office of Operations and Finance.

2) Assigned Practice Spaces are considered extensions of the primary faculty members’ office(s), with the rights, privileges, and responsibilities associated.

3) Small appliances, including microwaves, refrigerators, coffee makers, toasters, heaters, etc. are not permitted. Items, if found, may be confiscated by Operations staff.

4) Using the School of Music facilities for habitation, for any length of time, is not permitted by Federal and State Law. Students who violate this policy are subject to loss of facilities privileges, and are subject to appropriate disciplinary as determined by the School of Music Faculty and Staff.

5) Beginning Academic Year 2012/2013, Assigned Practice Spaces will not be assigned year round and are available for use during the term of contract. Some exceptions may be made based on location, reason, special contract, and/or availability.

6) Assigned Practice Spaces are the property of the University Of Illinois School Of Music, and are subject to entry and search by authorized School of Music Staff, Building Service Workers, and/or life safety officers.

*Faculty is REQUIRED to submit the names of their graduate students, length of assignment, and any other considerations via email no later than 1 week (5 business days) prior to the start of EACH semester. Students will be assigned to rooms by the Operations Staff. Without this information, Assigned Practice Spaces will not be assigned.

2.0 - KEY POLICY & STANDARD OPERATING PROCEDURES FOR KEYS

GENERAL KEY POLICIES

In MAY 2012/2013, the School of Music drastically changed its key policies. The new policies coincided with the renovation of Smith, and the updating of lock cylinders in the Music Building.

The purpose of these policies are to:

1) Track all keys electronically.
   a. Creation of an electronic database for all faculty, staff, and students enrolled in music courses.
   b. Keep records through account creation and check out system for inventory.

2) Limit the number of keys checked out at a specific time:
   a. Limit liability and increase security.
   b. Reduce operating costs associated with ordering and replacing keys.
   c. Limiting the need to re-key rooms.
   d. Increase availability and decrease conflicts of secured areas. Areas impacted include practice rooms, pianos, and rehearsal/performance spaces.

3) Late/lost key charge of $50.00 per key.
   a. Create an avenue of recuperating costs associated with the security of the building by installing a $50.00 late key charge for keys not returned after 30 days beyond due date.
b. Students will be contacted at 5 days late, 10 days late, and 21 days late. After 30 days, a fine of $50.00 will be assessed and a hold will be placed on their account. After 30 days, students will need to return the key to MB 1156, or remit payment in the Copy Center to have their account reinstated.

c. Faculty and staff are also subject to this fee. Method of payment will be determined by the Business Office/Office of the Director.

~These policies are subject to change at any time~

2.0.1 – Key Safety

1) Only the office key, and any keys essential to accessing your job function(s), should be taken off the premises. This decreases the chance of losing important and secure keys, potentially compromising data and personal and/or intellectual property.

2) Do not leave keys unsecured or unattended at any time.

3) If leaving keys on campus, lock them in your desk or cabinet.

4) Do not write office/room numbers on keys, use a color code system instead.

2.1 OFFICE KEYS

For individual faculty/staff offices: only 5 keys will be kept on-hand.

a. Keys are numbered 1-5 for individual key tracking

b. Faculty may request all 5 keys, but are responsible for the safe keeping and return of the keys, including lost key fees and fees associated with rekeying the room. (Keys for faculty offices will not be checked out directly to students)

c. If a faculty or staff is locked out of their office, a member of the Operations Staff will let you in to your office.

d. Additional keys may be ordered with approval by the Assistant Director for Operations and Finance.

e. Without bias, no faculty or staff member will be forced to allow entrance to their office to another person. (exception being essential personnel and Operations staff)

f. The Director or Assistant Director for Operations and Finance may overturn office key policies as deemed necessary for business at the School of Music to operate normally.

2.2 CLASSROOM KEYS

1) Classroom keys are not generally issued to faculty or staff.

2) MB Classrooms are made available by being open during regular business hours, and by the Night Monitors after business hours.

3) Smith Classroom Keys are available for check-out until determined by the Business Office, and is subject to change at any time. Smith Hall will be placed on the MB policies beginning mid-Spring 2014.

Keys will not be checked out to supervisors, supervisees, co-workers, colleagues, or students without specific written permission from the assigned custodian.
4) *Special circumstance/needs* a key may be checked out a limited basis. Any special circumstance keys must be returned within one (1) business day after the event/need.

### 2.3 PIANO KEYS

1) Faculty may be granted a maximum of 2 keys for the SRH piano(s), and are subject to any lost/late key charges associated with replacing keys/lock.

2) Students may check out SRH key for a dress rehearsal, approved recording session, or recital.
   a. Student must have a confirmed reservation through the Events Office.
   b. Student may check out key from MB 1156 during posted office hours, or by appointment, within 2 business days of the approved event, and must return the key within the first business following the event.
   c. If more than two (2) business day’s lapse between needed events, then the key must be returned, then rechecked out at the appropriate time.
   d. Students will be assessed a late/lost key fee within five (5) business days of the due date. Students may also be subject to an account encumbrance until keys are returned or fees are paid.

3) MBA piano is left unlocked due to controlled security in the MB.
   a. Open weekdays during regular business hours (8:00am – 4:00pm)
   b. Back up key for the MBA is available in the Copy Center

### 2.4 PRACTICE ROOM KEYS

1) Practice room keys are checked out from MB 1156 during posted office hours only.

2) Keys are checked out to *registered* School of Music students only. This includes:
   a. Music Majors
   b. Music Minors
   c. Students enrolled in lessons for credit/non-majors
   d. Students enrolled in Piano Lab, or through Outreach and/or Development

3) Harpsichord practice (Professor Charlotte Moersch), Organ practice (Professor Dana Robinson), and percussion practice (Professor William Moersch) are available to students by permission only.

4) Keys for Majors/minors are due at the end of the academic year, but may be renewed (in person) for the summer.
   a. Keys not returned/renewed will be subject to the lost key fee, whether the student is here or not.

5) Students will be discouraged from taking keys out of town/state/country.

6) Faculty/Staff may obtain practice keys as needed.

7) Students, Faculty, and Staff will need to use their U of I ID’s to card swipe in to the 3rd floor of Smith practice areas. Details will be made available prior to the opening date TBA.

### 2.5 DEPARTMENTAL KEYS

Departments within the School of Music have different requirements for keys based on the needs and job function of the individual department.

Appropriate keys will be checked out to the department heads on a limited basis for use within their department. Department Heads are responsible for assigning and tracking keys issued for work functions, or special events.
Storage areas and student worker offices may have keys checked directly out to students at the department head’s request.

The ABA master key has been designed to help facilitate the job functions of Admissions, OPE, and Operations by providing access to all classrooms, conference rooms, practice rooms, and equipment storage areas.

The Space Committee may entertain proposals for specific needs and special circumstances, and deliver their recommendation to the Director for consideration.

2.6 CONFERENCES/SPECIAL EVENTS

To help the School of Music Operations staff with your special event or conference, please utilize the Events and Space staff. Help with planning, space needs, building and room access, and other accommodations is available.

The Space Committee may request a presentation for specific events, especially with events requiring a large amount of space, extra technical considerations, or may require access to normally secured areas and/or additional keys.

Access and assistance may be severely limited if appropriate notice and plan time is not given to the Operations staff.

1) Heads of these events may check out, or designate key holders, for their approved event.
2) A formal request with key needs/access must be sent to the Operations Staff no later than 14 business days prior to the event.
   a. This allows the Operations Staff enough time to assemble keys, add accounts, and allows for plenty of time to adjust keys as needed.
   b. This allows ample planning time to adjust for back-up plans and/or alternatives for getting keys to their needed persons/locations.
3) Extra keys may be checked out via appointment within 5 business days of the event.
4) Extra keys must be returned within 5 business days following the conclusion of event.
   a. Faculty and staff governing a conference is subject to the lost/late key charge for each key.
   b. As there is a limited number of keys per room, and in consideration of colleagues, please be diligent in returning unneeded/unused keys. (They can ALWAYS be checked back out!)
5) Any office key(s) must be authorized by the office custodian before the key(s) can be checked out.

3.0 ROOM SCHEDULING

In order to ensure availability of space to students of the University Of Illinois School Of Music, the following policies and guidelines MUST be followed when asking to reserve space:

School of Music Students and Faculty for graded/credited ensembles, classes, practice:

Requests for space must be made through the online space reservation system. Students may place a request for a room if the space is listed as available. Once you receive an approval e-mail, you have been added to the official room calendar. For spaces in the Music Building, doors are unlocked 8:00am to 4:00pm, and are monitored in the evenings by the School of Music Night Monitors.

In the case of rooms at Smith Music Hall (25, MR, other), keys may be checked out through MB 1156 during posted business hours. Requests must be accompanied by the approval email.
For additional assistance, please see Ruth Stoltzfus.

_The following rooms are recommended and available for check-out:_

For Ensemble Rehearsals (2013/14, subject to change):

1148
1152 (with grand piano)
1161
1165
1180
1018

The following classrooms _MAY NOT_ be reserved by anyone other than a faculty member or Teaching Assistant with Faculty Member Approval:

1172 – Music Ed
1201 – Comp/Theory

**3.1 ROOM USE POLICY**

_Upon receiving a confirmation for your reservation, you (the USER/STUDENT) agree to the terms of the Room Use Policy._

The purpose of the Room Use Policy is to ensure a safe and secure environment, and to encourage a positive atmosphere conducive for learning and rehearsing.

1. The user agrees to the Key Policy and School of Music/University Facilities policies.
2. User(s) assumes responsibility of the classroom and its contents. This includes desks, chairs, stands, and audio/visual equipment.
3. Classrooms must be returned to their class layout diagrams. Diagrams are available for reference near the door of each room.
4. User(s) agrees to leave room clean and litter-free upon leaving the space.
5. User(s) may lose rights and privileges and assume liability if the room is vandalized, or equipment is found missing.
6. User(s) may lose rights and privileges if the user(s) are not respectful to others using rooms, or acting in a loud, obnoxious manner, or acting in any other manner which may inhibit or prevent a quality atmosphere for learning and/or rehearsing.
   a. Any user found acting in a physically or verbally abusive manner will lose any and all user privileges for School of Music space, and may be subject to violations of the laws and regulations of the University of Illinois.

*Any problems should be reported as soon as possible to Nathan Mandel or Ruth Stoltzfus. In case of emergency, please contact the University Police.*

**3.2 REGISTERED STUDENT ORGANIZATIONS**

RSO’s may schedule performances in concert halls only. RSO’s are required to pay any and all applicable rental and/or use fees.

Classroom space in the School of Music is not available to RSO’s.
RSO’s must use “Space Request Form,” available online through the Registered Student Organization information website. This is a Registered Student Organization policy, regardless of the student status or School of Music affiliations of any member or group.

After the “Space Request Form” is validated by the RSO office and sent to the School of Music, a hold will be placed for the requested space if, the space is available and the School of Music agrees to host the RSO which is making the request. If the space is available, the RSO will be required to comply with the University of Illinois and School of Music Risk Management Policy within 48 hours of approval, or the approved hold will be relinquished.

The School of Music reserves the right to deny space to any RSO for any reason. Priority for space is outlined in Section 1. Furthermore, the School of Music will only give consideration to RSO’s who are directly engaged in activities which support the School of Music.

3.3 Non-School of Music Individuals, Clubs, and General Public/Community Requests:

Individual requests may be made via email (events@illinois.edu), or directly through the events office at the University Of Illinois School Of Music. These requests are only approved if the following criteria are met, and are taken for consideration on a case by case basis.

The following applies to all other groups, including groups or individuals in which a faculty or staff member, student, or alumni may be a member or representative. The School of Music reserves the right to deny space to any outside group for any reason.

1. The space requested IS NOT an instructional or classroom space.
2. The School of Music does not allow any unauthorized teaching to occur within our facilities.
3. The School of Music does not allow any minors to be in the supervision of adults who are not SoM or University employees and who have undergone a background check.
4. The use of the rooms are deemed appropriate and in accordance to the School of Music/University of Illinois policies as outlined in Section 1.
5. The entity requesting use of space is compliant with the Risk Management Policy (liability insurance) prior to room use.
6. The entity requesting use of space agrees to the Room Use Policy.
7. The Indemnity Agreement is signed by the lessee.
8. Any and all applicable rental or use fees are paid.

4.0 LOCKER INFORMATION

Lockers are approved and assigned through MB 1156. Lockers are available on a first-come-first-served basis, and include a nominal fee for locker rental.

Students MUST be registered in music classes to rent a locker in the School of Music facilities. Locker rental is not automatic, and students must check out and return lockers and/or renew lockers based on dates governed by the academic calendar.

Students must surrender their assigned locker once no longer enrolled in a course, or immediately upon graduation, whether they are “in town” or not.

Lockers are available for summer sessions only if enrolled in summer courses, or are participating as staff/volunteers for School of Music summer programs.
4.1 CABINETS

Cabinets will no longer be issued. Cabinets pose a safety threat to building users, are relatively unsecure, and are unsightly. They also are not ADA compliant as they take up hallway and egress space, and are against fire code. Cabinets are available for placement in individual offices if needed.

Faculty and Staff are being encouraged to clear out the cabinets they currently have.

A limited number of cabinets may be available for students during the 2013/14 school year.

5.0 SCHEDULING A STUDENT RECITAL

University of Illinois School of Music Events http://music.illinois.edu/resources

5.1 SCHEDULING

1) Print & complete a Recital Approval Form (see link included with your confirmation email)
2) Obtain the necessary approval signatures, and return the form to the Music Events Office (3004 MB) for the final signature (required for all recitals).

OPTIONAL RECITALS

Optional (non-degree) recitals may be scheduled three weeks prior to proposed date and require authorization from the major professor.

5.2 RECITAL/DRESS REHEARSAL

Two rehearsal hours per recital may be scheduled beginning 30 days prior to your recital.

1) To schedule your dress rehearsal(s), check the room calendar for availability.
2) Submit your request at http://music.illinois.edu/resources
3) Save and/or print email confirmation.

5.3 KEYS/ACCESS

Music Building Auditorium

For dress rehearsals, individual room keys for spaces within the Music Building are no longer available for check out. If your dress rehearsal is during normal business hours (7:30am to 4:00pm, Monday through Friday), the hall and piano will be unlocked. For evening and weekend hours, the hall will be made available by the Night Monitors.
Piano keys for Smith Hall

A Smith Hall piano key may be checked out through MB 1156 during posted business hours on a short term basis.

1) Students/faculty may check out a key up to 2 business days prior to their event.
2) Keys must be returned to MB 1156 the next business day immediately following faculty/student events.
3) For students with multiple rehearsals, if more than 2 business days lapse between approved uses, the key must be returned and re-checked out during the appropriate time-frame.

Smith Memorial Room Access after April 1, 2014 (subject to change)

Please be part of keeping the room nice! The room has been completely restored, including repainting, plaster where needed, new windows (which do not open), replacement marble along the windows, new window treatments, cleaned and polished chandeliers and sconces, polished floor, new above fireplace mirrors, cleaned backroom area, cleaned chairs, and vacuumed rug.

It is up to the Faculty who use that room to treat it with respect and as the historical treasure that it is. We must all chip in to protect this room. Please encourage your students and colleagues to put the room back together nicely if the room set up must change. Also, it is up to the Faculty to let their students know that it is not a large practice room. Only scheduled classes, dress rehearsals, and recitals should be occurring in the room.

The room will be made available from 7:45am to 4:00pm on regular school days, and made accessible by the Night Monitors after 4:00pm on weekdays and weekends. The key will generally not be assigned on a permanent/semi-permanent basis to anyone.

A Smith Memorial Room key may be checked out by a faculty member or student who has a dress rehearsal occurring on a Saturday or Sunday before 4:00pm.

1) The key may be checked out 2 business days prior to their event.
2) The key must be returned the following business day.
3) The user (Faculty, Staff, and Student) agrees to LOCK THE DOOR following completion of their reservation.
   a. Any misuse may result in loss of room use privileges, regardless of employment status.
   b. PLEASE help us keep the room beautiful.
4) A lost key will result in the $50.00 lost key fee, plus full costs incurred with rekeying the room (usually around $350.00 for the two doors)

5.4 AUDIO SERVICES

Audio Services Request Forms are available from Frank Horger, fhorger@illinois.edu

1) Determine the services which you require.
   a. Services include: concert/recital recording, sound reinforcement, CD playback, CD duplication.
2) Submit the completed form as per online instructions at least three weeks prior to the recital.

It is the performer’s responsibility to notify Audio Services if a recital is rescheduled. Deposit may be non-refundable.
*Please note that outside recording companies and individuals are not permitted to record in University spaces for a fee per the Space Policy. Students and Faculty may use personal recording equipment for their personal use/practice purposes only.

5.5 MULTI-MEDIA

Contact Chad Wahls, cwahls@illinois.edu, or Nathan Mandel, nmandel2@illinois.edu at least three weeks prior to your recital so that arrangements and training (if necessary) can be scheduled.

5.6 PROGRAMS

Please submit your Performance Program no later than two weeks prior to your scheduled recital.

1) Please select the Performance Programs tab found within your Profile page to use the online template.
2) Recital Programs will not be printed if submitted less than two weeks before the recital date.
3) Any recital request that is received outside of the times listed above must have been pre-approved through the Music Events Office or the request will be declined. To contact the Music Events Office, please email: recital-requests@illinois.edu.

5.7 PUBLICITY

Information about recitals is available at http://music.illinois.edu/events_and_performances

5.8 STAGE CREW

One stage crew member is assigned to each recital by the Stage Crew Manager: stagecrew@music.illinois.edu.

All recital halls are equipped with the following: one piano, one piano bench, and up to 5 chairs and 5 stands.

*Notify the Stage Crew Manager at least three weeks in advance if risers, harpsichord, tables, podium, extra stands/chairs, etc., are requested.

5.9 HARPSICORD

Harpsichord requests: you must contact Professor Charlotte Mattax Moersch, Mattax@illinois.edu, for written permission and then the stage crew manager at stagecrew@music.illinois.edu to request assistance in moving the harpsichord, at least three weeks before the scheduled recital, and Sarah Wiseman at srwisema@illinois.edu to tune the harpsichord for the dress rehearsal and before the recital (45 minutes is needed in the hall before the recital for tuning).

If a harpsichord or more than one piano is requested for a recital you must note this on your Recital Request form. Contact John Minor (jminor@illinois.edu) at least three weeks in advance to confirm that permission has been granted and to arrange for these instruments to be tuned.

5.10 CANCEL/RESCHEDULE

If canceling a student recital, the applied faculty member must send an email to recital-requests@illinois.edu indicating their approval of the recital being canceled. Please notify the Music Events Office immediately so that the space may be released. Please be sure to review the Cancellation Policy addressed in acknowledgement email as you may incur fees associated with cancellation. To reschedule a recital, follow the original procedures for scheduling recitals.
6.0 BUILDING MAINTENANCE

The School of Music Operations Staff will work on your behalf to maintain the building and execute needed repairs.

Your Facilities Manager is: Chad Wahls cwahls@illinois.edu. You may also direct questions, maintenance needs, etc. to Nathan Mandel nmandel2@illinois.edu.

The Operations Staff cannot be everywhere at once and request that you let us know if something is broken and needs to be repaired. Issues may include: broken lock, lights, windows, floors, walls, ceiling, restroom fixtures, furniture, temperature control, etc.

The Building Service Workers (BSWs) are our janitors. Please communicate directly with them regarding trash, floors, restroom cleanliness issues, and general building cleanliness.

If you would like information on how the Operations Staff place work requests, or help with contacting BSW’s, please ask Chad or Nathan.