## Practice Room Signup Policies

## Practice Rooms

Students wishing reserved times may sign up in the Department Office beginning the first day of classes each semester. A schedule sheet of reservations is posted on each practice room at the beginning of the semester. Reserved rooms are relinquished if not occupied within 15 minutes of the reserved time. Students may sign up for one hour of practice per one credit of applied lessons. Priority will be given to 1) Music Majors taking applied lessons, and 2) Non-music majors taking applied lessons. Students registered for ensembles may reserve one hour per day as the schedule allows, beginning the second week of the semester.

Reserved practice rooms are available in Music Hall while classes are in session during the following hours:

| Monday - Friday | $7: 00 \mathrm{am}$ to $12: 00$ midnight |
| :--- | :--- |
| Saturday | $9: 00 \mathrm{am}$ to $10: 00 \mathrm{pm}$ |
| Sunday | $10: 00$ am to $12: 00$ midnight |

When classes are not in session, the building is usually open weekdays from 7:00 am - 5:00 pm. For complete information about hours when classes are not in session, check with the Main Office.

Grand piano practice rooms are locked. Piano majors and other students with permission from the piano faculty may be issued a key for these practice rooms. Use of the carillon, harpsichord, or organ practice rooms and issuance of keys for those rooms requires permission of the instructors. Larry Curry will issue key cards upon approval of appropriate instructors and the department head.

## Key Check-out for other rooms

Students should check with a faculty member to borrow keys for locked rooms. If a faculty member is unable to loan a key to students for a rehearsal, the faculty member may contact the office and give approval for a key to be checked out from the Main Office for rooms 140, 254 and 256. Written faculty approval can be given for the entire semester for rehearsals in room 254 and 256. Students needing a key will leave their fee card or $\$ 10$ as a deposit.

