

## **Procedures for Reserving Rehearsal Rooms M101, M114, and M117**

Students currently enrolled in an ensemble or in private lessons are eligible to reserve rooms M101, M114, and M117 for designated durations on a first come first serve basis.

1. You may request room reservations in the Music Department Office, Fine Arts 115, Monday through Friday between the hours of 9:00 AM and 5:00 PM.
2. On the day of your reservation, you must sign in with the Studio TA on duty in Fine Arts M115.
3. Please bring your school issued ID. The Studio TA will need to verify your identity. Rooms cannot be used unless they have been reserved. THERE ARE NO WALK-INS ALLOWED UNDER ANY CIRCUMSTANCES.
4. Once your identity is verified, the Studio TA will escort you to the reserved room and take inventory of the equipment. You and the TA must write your name, sign, and date the form to verify the presence of the equipment.
5. At the end of the session, you must check out with the studio TA. Failure to do so may result in revoking future access to the rehearsal rooms. When you checkout the Studio TA will take a second inventory, and note any damages, missing items, or other discrepancies. You will again sign and date the form.
6. Each eligible student may sign up for a two-hour time block per week, and may reserve this up to one week in advance, but not earlier. Students in need of an acoustic drum set to practice on may reserve no more than 3 one-hour slots per week.
7. None of the equipment may leave the rooms at any time. If an item is damaged or not functional please inform the Studio TA right away. No student is allowed to use the practice room for storage. Anything brought into the rehearsal rooms must be taken out. There is no food allowed and beverages must have a locking top (e.g. a portable water bottle).

**You may view the room reservation schedule on the Music Department's web page by selecting Rehearsal Room Schedule on the Facilities tab on the left hand side of the page. The link for this is:**

<http://www.oneonta.edu/academics/music/rehearsalschedule.html>