



Piano Practice Room Policy

The following policies are necessary to ensure fair and timely access for students, to maintain the quality of the instruments and facilities, and for security purposes. **Violations of any of the rules may result in the suspension or revocation of your practice room access.**

Users are declared music majors, music faculty, members of department-sponsored ensembles and those currently enrolled in harmony, theory, and musicianship classes.

Users must surrender their IDs to the Practice Room desk clerk in exchange for a key to an assigned practice room. IDs will be returned when the key is returned immediately after the requested time limit for use. **User will be charged for lost keys.** Sign-up sheets back this exchange system. Users must sign in and out.

1. No food or drink is allowed at any time.
2. Do not let anyone who is **NOT** signed in, to have access to your practice room. Groups of two or three must sign in together. 3 person limit for piano practice rooms
3. Do not place books, backpacks, instrument cases or any other materials on top of the piano.
4. Do not write or erase on or over the keyboard.
5. When you leave a practice room, take all personal items with you, turn off the lights and close the door until it locks. (check door handle to be certain it is locked)
6. Personal items left overnight may be disposed of.
7. If you leave the room for more than 10 minutes, you give up possession of the room.
8. No private teaching in the practice rooms except by department authorization.

I have read the Practice Room Policy and I agree to all terms and conditions.

I agree to be held financially responsible for any damage to the piano not reported to the department authorities within the first 5 minutes of my access to the practice room.

Student Signature _____

Date _____

Student Name (please print) _____

ID# _____