

Music Department Recital Hall Usage Policies

General Recital Hall Policies

The Recital Hall is subject to Salem State University's Campus Facilities Policy.

The scheduling of the Recital Hall will be facilitated by the Music Department Staff Assistant.

The Recital Hall is available for non-Music Department events; however, Music Department events will take precedence over non-Music Department events. Events will be prioritized as listed above.

Handicap access to the Recital Hall is available through the left rear door of the Hall. This door is available only for handicap access and must remain closed when not in use.

Lighting in the Recital Hall may only be set by the Music Department Staff Assistant, or an authorized representative of Salem State University.

Informational signs about Music Department Performances may be posted on the large bulletin boards located in, or near, the Music Department Office with Departmental approval. Material placed in other areas on campus must have an official Salem State stamp, which may be obtained through the Office of Campus Center Programs and Services, Room 222, Ellison Building. Material posted on any bulletin boards without proper authorization will be removed.

Recital Hall Usage Policies

Under no circumstances will use of the Recital Hall without prior permission from the Music Department be tolerated. Unauthorized use of the Recital Hall will be subject to disciplinary procedures.

Under no circumstances will non-credit private teaching be permitted in the Recital Hall without authorization from the Music Department. A rental fee will be assessed.

Scheduling of support staff, i.e. ushers, ticket takers, for non-Music Department events will be the responsibility of the Salem State department, or outside organization, using the facility. Coordination of support staff for outside events, i.e. stage manager and/or other pertinent backstage staff, will be the responsibility of the Music Department Staff Assistant. When applicable, recording staff will be provided by the Music Department. Expenses incurred from an event will be the responsibility of the Salem State Department, or outside organization, using the facility and will be charged accordingly per the University's Reservation/Facilities Policy.

Patrons are not allowed to bring food or beverages into the Recital Hall, and ushers working an event must ensure that this policy is enforced.

Clients may have beverages in the Recital Hall Green Rooms and may have capped, bottled water in plastic containers on stage; no glasses, cups, or glass containers are permitted on stage.

Clients requiring sound reinforcement or audio recordings of their event must submit a Recording Services request form and stage plot to the Music Department Staff Assistant at reservation time. Requests made after the reservation of the hall will not be honored.

Clients wishing to videotape their event must obtain prior approval from, and make special arrangements through, the Music Department Staff Assistant. No videotaping of an event will be allowed without the consent of Salem State University and evidence of proper copyright clearance.

Clients must arrive at the Recital Hall at least two hours prior to their performance in order to facilitate load-in and set-up of the venue.

Clients are expected to vacate the premises no later than one hour after their performance is completed.

Clients will be responsible for obtaining proper parking permits for the Central Campus Parking Lot. Salem State University will not be responsible for illegally parked vehicles.

Clients are expected to leave the Recital Hall and its adjoining facilities in good condition.

Clients may not attach anything, lean any items against, or lean, themselves, against the Recital Hall walls.

Clients may not arrange, or move any equipment in the Recital Hall without the permission of the Music Department Staff Assistant or an authorized representative of Salem State University.

Sound Reinforcement

The Recital Hall contains a high-quality, built-in sound system that is adequate for vocal and instrument amplification. In the event additional reinforcement is necessary, costs may be incurred by the client for the rental of any additional equipment.

Recording

Recital Hall recordings and the production of master recordings are ordered through the Music Department staff assistant. Charges for these services may be assessed and vary according to the individual requirements of each event. A current copy of the Recording Services Rates may be obtained at time of reservation through the music department. Copyright laws prohibit the personal recording and taping of live performances without the permission of the composer. The Music Department at Salem State University is not responsible for supervising the performers' or composers' copyright; however, proof of copyright clearance must be provided prior to any event that is to be recorded. Please all review the music department's recording policies.