

# Music Department Practice Room Policies

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## Practice Room Policies

PLEASE NOTE: Students wishing to reserve a practice room may do so by using the practice room signup sheet in the Music Department Office. Students must have a valid Salem State ID registration sticker in order to reserve any Music Department facility. Stickers are available from the Registrar's office. Faculty, staff, and security officers are authorized to ask individuals to see their Salem State ID.

The practice rooms will be available during Central Campus' operating hours. Rooms will not be available on days that the College is closed. Any changes in the hours of operation will be posted in the Music Department.

All practice rooms are available on a first-come first-serve basis. Sign-up sheets will be available in the Music Department office. Any room left unattended for longer than 15 minutes may be claimed by another student. Leaving books and music in a room does not mean that the room is occupied. Salem State University is not responsible for items and materials left unattended in practice rooms.

Under no circumstances will undergraduate non-credit private teaching be permitted in any practice room, or any Music Department facility, without adhering to the Policy Governing use of University Facilities

Damage or vandalism of property belonging to the College or others is prohibited and may require restitution as well as subject persons responsible to disciplinary and/or legal action.

At NO time may students store equipment in practice rooms. Equipment is to be stored in the proper facilities, i.e. lockers, the storage room, dorm rooms. Equipment must not be left setup when not in use.

No food or drink is permitted in practice rooms.

Pianos, or any other equipment, must not be moved into, or removed from, the practice rooms without permission from an authorized member of the Music Department. Music racks on the pianos, benches or chairs as well as music stands should not be exchanged.