

# UND Music Department Facilities Procedure

An outline of conditions for use of the Josephine Campbell Recital Hall and other Music Department rooms.

1. UND Music Department Facilities may only be used for authorized Department of Music events, as well as by the Greater Grand Forks Symphony Orchestra, and the Grand Forks Chorales.
2. UND Music faculty may use Department of Music facilities without charge. This usage does not include assigning staff for recording and support needs. a. Music Faculty are responsible for room set-up, lock-up, and for leaving the room in the condition it was found in. This includes orientation and covering of pianos, stacking of chairs and stands, etc.
3. Access to recording booth, piano lab, library, or any of the administrative offices, including the main office (Room 110), is restricted to UND Music Faculty and Staff.
4. Music Faculty offices are not available, unless through explicit consent of the respective individual faculty members.
5. If Music Faculty teach minors (students under the age of 18) privately, faculty must submit the UND liability waiver for each minor student (include link). a. UND music students teaching privately using UND facilities must also submit the UND liability waiver; this is under the supervision of the respective UND faculty member.
  - a. b. All instructors must follow UND policy regarding interactions with and instruction of minors
6. Rehearsal & performance reservations should be booked through the Music Office simultaneously.
7. Non-degree and faculty recitals will not be scheduled during weeks 14-16 of each semester.
8. Guest recitals, non-degree recitals, and recording sessions will not be recorded or staffed by UND Music and must be supervised by the sponsoring faculty member at all times. GTAs, UND staff or students may not be hired using state equipment to record events.
9. Students, faculty and guest artists are allowed one dress rehearsal per recital in the JCRH. In addition, students are allowed to schedule their pre-recital jury in the JCRH as well.
10. The moving of equipment or request for extra tables/chairs cannot be accommodated.

Revised:

Music Faculty Meeting 8-18-23