

## UND Music Department Facilities User Fees

An outline of costs and conditions for use of JCRH and other Music Department rooms for off-campus users.

### Policies:

1. Department of Music events are given **priority**, and will not be charged rental fees.
2. UND Professors may use the space for free, but without a door monitor or recording staff. If a monitor is required, a \$10 hourly rate will be charged.
3. Renters may not utilize: computer lab, recording booth, piano lab, library, main office, accounting office, chair's office. Faculty offices are available only by consent of individual faculty members. If agreed, they will be charged at the same rate as other rooms.
4. Greater Grand Forks Symphony, Grand Forks Master Chorale and Public School events are **free**.
5. Thursday Music Club is exempt from rental charges for their monthly meetings in exchange for the Music Scholarship they provide us.
6. The duties of the monitor do not include concert recording, running the lighting board or other technical/production tasks. We cannot provide recording services to renters.
7. All rehearsal time must be booked at the time the venue is reserved. If piano tuning is required, it is booked by the Department of Music **at the renter's expense**.
8. There will be additional charges for the moving of equipment, request for extra tables/chairs.
9. Exceptions to policy are made at the discretion of the Department of Music.
10. The full-day rental of all rooms will not exceed \$750.

### Procedures

1. JCRH and other rooms may be booked during regular office hours by phone or by visiting the departmental website.
2. All renters must sign a CONTRACT. These will be available from the department and departmental website.
3. Renters may be required to pay a deposit that will be applied against the total amount owing.
4. Renters agree to reimburse the cost of damages to Music Department property or facilities caused by the renter (described in CONTRACT).

Room	Event	Hours	Fee	Additional Rooms	Monitor Fee	Comments
JCRH + green rm	Private Recital Recital	6 to 10 pm	\$100	\$20 each Anna Mae & kitchen = 1 room	\$10 per hour	includes use of piano, bench, chairs, stands
JCRH + green rm	All-Day Events Events	5 to 8 hrs	\$300	\$75 each Anna Mae & kitchen = 1 room	\$10 per hour	includes use of piano, bench, chairs, stands
JCRH	Rehearsal		\$25/hr		\$10 per hour	Includes use of piano, bench, chairs, stands
Band, Choir Rooms, 164, 248, 258			\$25/hr		\$10 per hour	