

**UND Music Department Facilities Policies
Recital Hall, Loading Dock, and Other Rooms**

I. GENERAL AVAILABILITY OF ROOMS

The UND Music Department reserves all of its facilities in the Hughes Fine Arts Center for departmental use above all other priorities. Departmental facilities are available for the use of other University groups and the general public, but rooms scheduled for regular classes, rehearsals and lessons cannot be reserved for conflicting events. Some facilities must be reserved in advance at all times; others may require advance booking at times of high demand. Such reservations will be handled on a first-come, first-served basis after departmental needs have been established.

- A. Special Services - Recording, lighting, and ushering/ticket-taking must be arranged in advance and separately contracted with approved personnel. This must be done well in advance.
- B. Use of the Bösendorfer piano, green room, or Anna Mae Hughes Reception room, etc. must be specifically arranged at the time of reservation of the hall.
- C. Special set-up of the room (tables, chairs, etc.) is the responsibility of the visiting group. Following use, rooms must be returned to their normal condition, as described below.

II. CONDITION OF FACILITIES

A. General Statement

Anyone using the facilities of the UND Music Department must treat the rooms and their contents with respect and must leave the rooms in a neat condition suitable for the next user. Music stands, extra chairs, etc. must be returned to their proper place. Musical instruments must be treated with care. **FAILURE TO RESTORE ROOMS TO THEIR PROPER CONDITION MAY RESULT IN DENIAL OF PERMISSION TO USE UND MUSIC DEPARTMENT FACILITIES. DAMAGE TO MUSICAL INSTRUMENTS, OTHER EQUIPMENT, OR FACILITIES WILL BE BILLED TO THE RESPONSIBLE PARTY.**

- B. Reservation of Facilities must be done in the Music Department Office. Those using facilities without prior reservation must yield the room for a reserved use.
- C. Special Procedures for Josephine Campbell Recital Hall are detailed in the section/handout "JCRH Policies and Procedures."
- D. Josephine Campbell Recital Hall – **MUST BE LEFT IN THIS CONDITION.**
 - 1. All doors locked, aisle lights and fluorescent light above organ ON, for SAFETY, all papers, pencils, other debris picked up.
 - 2. Stage empty, except for Bösendorfer grand piano, COVERED AND LOCKED, Yamaha spinet piano, and wooden chairs.
 - 3. Backstage empty except for one A-V cart with overhead projector, and eight music stands hanging on left, organ console stored on right.
 - 4. All A-V cabinets locked, with equipment off. Screen fully raised.

E. Loading Dock/Band Room Storage – MUST BE LEFT IN THIS CONDITION

1. All doors locked when not in use. DO NOT PROP OPEN.
2. LEAVE NOTHING IN THE LOADING DOCK, except risers stored in the racks provided.
3. One additional grand piano, extra wooden chairs, and extra music stands must be stored in the Band Room near the loading dock door.
4. Disposition of other Band Room space and equipment is at the wish of the Band Director.

F. Academic Classrooms 164, 248, 258 – MUST BE LEFT IN THIS CONDITION.

1. All doors locked, desks placed neatly in position for normal class.
2. All A-V cabinets locked, with equipment off. Screen fully raised if it covers blackboard.
3. Piano placed near front of classroom in position for use without being an obstruction.
4. Any music stands replaced along the side of the room.

D. Choir Room, Band Room, Percussion Room, Piano Laboratory, MIDI Laboratory – MUST BE LEFT IN THE CONDITION prescribed by the professors below:

1. Choir Room – Choir Director: Dr. Anthony Reeves
2. Band Room – Band Director: Dr. James Popejoy
3. Percussion Room – Percussion Professor: Mr. Michael Blake
4. Piano Laboratory – Piano Professors: Dr. Sergio Gallo, Dr. Katherine Norman, Ms. Jennifer Moore
5. MIDI Laboratory – Composition/Music Theory Instructor: Dr. Michael Wittgraf, or Mr. Jeffrey Anvinson

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