



# PRACTICE ROOM POLICIES

## GENERAL INFORMATION

Throughout the Fall 2020 Semester, the School of Music will have 66 practice rooms available for student use through an online reservation system. Practice times may last up to one-hour per reservation and students will be able to schedule more than one reservation per day. 30-minute room vacancies will be scheduled between each 60-minute period to insure adequate air exchange.

- Vocal and Instrumental students will have the following rooms reserved specifically for their use: MUSIC 025-028, MUSIC 030-035, MUSIC 049-055, MUSIC 064-071
- String students will have the following rooms reserved specifically for their use: SPB (String Project Building) 01-08
- Percussion students will have the following rooms reserved specifically for their use: MUSIC 057-063. *During the Fall 2020 semester, these rooms will adhere to a different schedule, which will be coordinated by Dr. Scott Herring.*
- Pianists will have the following rooms reserved specifically for their use: MUSIC 017, 038, 042-048, MUSIC 072-076, SPB 206, 220. *During the Fall 2020 semester, these rooms will adhere to a different schedule, which will be coordinated by Dr. Charles Fugo.*

## COLLABORATIVE LEARNING SPACES

Collaborative Learning Spaces (CLS) will be outfitted with a camera, monitor, microphone and headphone amp and will operate on a closed-loop circuit between two rooms. Students will be able to work with a musician in another room in real time, thereby avoiding the latency issues which are present during internet-based interactions. Personal headphones will be necessary in order to plug into the 1/4" or 1/8" headphone jacks provided (earbuds may be used, but 1/4" or 1/8" adapters will be required for lightening connectors.)

- The following rooms will be paired as Collaborative Learning Spaces (CLS):  
MUSIC 007 and 036, MUSIC 008 and 037

Reservations may be up to 60 minutes in length. 30-minute room vacancies will be scheduled between reservations to insure adequate air exchange. The CLS music stand will need to be cleaned prior to and following use with disinfectant spray and paper towels. These supplies will be available at hall cleaning stations.

## RESERVATIONS

Practice room and CLS use will only be allowed with an advance reservation through the online [Practice Room Reservations Request Form](#) according to the following schedule:

Monday, Aug 24 - Day 1 (12:00 a.m. - 11:59 p.m.) - Graduate Music Majors

Tuesday, Aug. 25 - Day 2 (12:00 a.m. - 11:59 p.m.) - Junior and Senior Music Majors

Thursday, Aug. 27 - Day 3 (12:00 a.m. - 11:59 p.m.) - Freshmen and Sophomore Music Majors

Friday, Aug. 28 - Day 4 (12:00 a.m. - 11:59 p.m.) - Non-Music Majors

**Following Day 4, the form will remain open for requests through the remainder of the semester.**

After initial authorization, a student may submit a request at any of the designated times. All submissions are time stamped and will be entered into the online calendar in the order in which they are received.

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Students may reserve practice room time as follows:

Graduate students:

- 3 hours per day

Undergraduate students:

- 4 credit lesson - 3 hours per day
- 3 credit lesson - 2 hours per day
- 2 credit lesson - 1 hour per day
- 1 credit lesson - 1 hour per day

## USE OF ROOMS

- Students entering a practice room should disinfect any surface that they will be touching before using it (keyboard, chair, door handle, light switch, music stand, etc.).
- Disinfectant spray and paper towels will be available in hallway dispensers. Please spray the paper towel with disinfectant and wipe areas clean. Objects should not be sprayed directly.
- A personal music stand may be used if desired. A chair will be provided. Only one student at a time is allowed in a practice room.
- Students are not allowed to switch times or split a practice slot with another student.
- Condensation/spit from instruments should be emptied into a disposable towel or material that is designed to absorb a high amount of moisture (e.g. a puppy pad).
- Please do not wait in the hallway between reservations.
- Students are encouraged to practice outdoors when possible.

## EXITING THE ROOM

- Room surfaces should be disinfected after use.
- It is critical that students leave at the scheduled time to allow the mandatory 30-minute window between occupants.
- All doors should be left open at the conclusion of the reservation to increase ventilation.
- At the completion of the practice session, students are required to remove ALL belongings from room.

## STUDENT INTEGRITY

- Students found not to be following the above guidelines will be issued a warning and further warnings could result in a student's loss of access to these spaces.
- Concerns with the practice rooms or CLS should be reported to [assistant@mozart.sc.edu](mailto:assistant@mozart.sc.edu)

