



FACULTY OF MUSIC ROOM BOOKING POLICY

The Faculty of Music Room Policy is designed to ensure its rooms are effectively used in a consistent and fair manner. The policy outlines which spaces within the buildings are available, any restrictions on use, and the procedure for making a booking.

Rooms in the Faculty of Music

Lecture Room 1	Flat floor, one upright piano (Yamaha Disklavier)
Lecture Room 2	Raked seating, one grand piano (Schimmel)
Lecture Room 3	Flat floor, two grand pianos (Yamaha C7s)
Lecture Room 4	Flat floor, one grand piano (Yamaha C3)
Lecture Room 5	Flat floor, one grand piano (Yamaha C3)
Recital Room	Flat floor, one grand piano (Steinway Model D) This room is heavily used for lectures and orchestral rehearsals so is not typically available for practice bookings
Cudworth Room	Flat floor, keyboard instruments (forte piano, Erard grand piano, clavichord, harpsichords, chamber organ, Hoffrichter electric organ) and Gamelan. Anyone wishing to play the keyboards in the Cudworth Room must complete a training session with Dan Tidhar on the relevant instruments. Transposing devices may NOT be used.
Dressing Rooms 1 & 2	One upright piano in each room
West Road Concert Hall	Raked seating for 499, two grand pianos (Steinway Model Ds) Students interested in hiring the Concert Hall for a performance should contact the Assistant Concert Hall Manager. Occasionally it may be possible to use the Concert Hall for private practice e.g. to prepare for a recital. Such requests should be directed to the Assistant Concert Hall Manager.

Conditions of use

- Current music students may book rooms free of charge for the purposes of their study. This includes personal practice, small ensemble rehearsals and recording coursework submissions such as composition portfolios.
- Private music lessons are **not** included in the free usage policy.
- A maximum of **12 students** can use a room at any one time under the free usage policy. One of these must be the music student who booked the room, and this music student must be present throughout the booking.
- Requests for bookings which do not meet the above conditions should be discussed with the Faculty staff in the main Admin/Concert Hall offices. If you can demonstrate that the session is directly related to your academic study your request will usually be accommodated free of charge. Where the purpose of the session is unrelated to your study a charge will be made according to the exact nature of your booking.
- Bottled water can be brought into practice rooms, but no other refreshments.
- **Always** ask the Custodian on duty to remove piano lids (if this is considered necessary). You should never attempt to remove the lid yourselves.
- Rooms **must** be left as they were found. If in doubt check with the Custodian on duty. Booking privileges may be withdrawn for repeat offenders!
- Rooms can only be used when there is a Custodian onsite. During term the default opening hours are 0830-1930 Monday-Friday, 0930-1230 Saturday.
- Outside these times the building is open only when there is a concert or orchestra rehearsal – typically every Saturday, and many weekday and Sunday evenings.

Booking a room

- Room bookings must be made **in person** at the main Admin/Concert Hall offices, which are located on the first floor of the “Old House” next to the main Faculty building. The office is generally open Monday to Friday, 0930-1700.
- Bookings cannot be made over the phone or by email. If you need to cancel a room please call the Custodians on 01223 335180 so another student can use the room.
- Bookings can be made up to 2 weeks in advance.
- Bookings are usually limited to 2-hour slots. In the interests of fairness, during busy periods the Faculty may limit the number of sessions an individual can book. During quieter periods an individual may book multiple sessions per day.
- The Faculty reserves the right to change a room booking.
- Requests to use instruments in the Cudworth Room should be directed to the Director of Performance, Maggie Faultless, on mf413@cam.ac.uk.
- If your booked practice room is locked when you arrive, ask the Custodians (their office is on the ground floor of the “Old House”).