



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	<i>This room is not currently available for use</i>
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 currently able to hold up to 130, two grand pianos (Steinway Model Ds) Students interested in hiring the Concert Hall for a performance should contact the Assistant Concert Hall Manager (leh61@cam.ac.uk). 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

- All bookings are governed by current COVID-19 related restrictions and guidance.
- 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 unless agreed in advance with the Director of Performance.
- A maximum of **6 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.
- Students should consult the COVID Performance Protocols document before making a booking.
- Bottled water can be brought into practice rooms, but no other refreshments.
- Piano lids **must not** be removed unless agreed in advance with the Assistant Concert Hall Manager. The Custodian on duty must be present when the lid is removed and will provide assistance.
- 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 0830-1730 Monday-Friday.
- Outside these times the building is open only when there is a concert or orchestra rehearsal – typically most Saturdays, and some weekday and Sunday evenings.

Booking a room

- Booking requests should be made using the [Online Room Booking form](#). On the day requests can be made over the phone to the Admin/Concert Hall office on 01223 763481 or 01223 335184. Please use these numbers if you need to cancel a booking so another student can use the room. For NHS Test and Trace purposes, you must not swap your booking with anyone else. The office is generally open Monday to Friday, 0930-1700.
- 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, the Custodians will open it for you. The Custodians are based at the reception desk in the Concert Hall foyer.