



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, Yamaha Disklavier upright piano
Lecture Room 2	Raked fixed seating, Schimmel grand piano
Lecture Room 3	Flat floor, two Yamaha C7 grand pianos
Lecture Room 4	Flat floor, Yamaha C3 grand piano
Lecture Room 5	Flat floor, Yamaha C3 grand piano
Recital Room	Flat floor, Steinway Model D grand piano and Erard grand piano (1840)
Cudworth Room	<p>Flat floor, drum kit, Gamelan and keyboard instruments: Adlam forte piano; Rubio and Kennedy harpsichords; Wess clavichord; Klop chamber organ; Hoffrichter electric organ; clavinova. See here for full details</p> <p><i>Before using the historical keyboards an induction session must be completed. Tunings for Faculty teaching and activities are provided for by the Faculty but tunings for private sessions where required will be charged and must be requested at least two weeks in advance (pitch/temperament). Transposing mechanisms are not to be used without prior permission. Whatever your experience, never attempt to 'do' anything to the instruments if you are uncertain. Report anything unusual!</i></p>
Dressing Rooms 1 & 2	One upright piano in each room
West Road Concert Hall	<p>Raked seating for 499, two grand pianos (Steinway Model Ds)</p> <p>Students interested in hiring the Concert Hall for a performance should contact the Assistant Concert Hall Manager Laura Howorth.</p> <p>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.</p>
Recording studio	The recording studio is bookable by music students for course-related activity.

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 for recording coursework submissions such as composition portfolios.
- Rooms can only be used when there is a Custodian onsite. The online booking portal (see below) shows when a custodian is onsite, including 30 mins at the start and end of each day to open / close the building.
- Rooms are bookable up to two weeks in advance and are usually limited to two-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 request longer bookings or multiple sessions per day.
- A maximum of 12 students can use a room at any one time, save for the Dressing Rooms and Recording Studio. One of these must be the music student who booked the room, and who must be present throughout the booking.
- Private music lessons are **not** permitted in the free usage policy unless agreed in advance with the Director of Performance.

- Non-music students may book rooms free of charge for up to two hours, four working days in advance.
- Bookings for societies etc do not fall under this policy. Requests should be directed to the Assistant Concert Hall Manager.

- Requests for bookings that do not meet the above conditions can be discussed with the Faculty staff in the main Admin/Concert Hall offices.
- Only bottled water can be brought into practice rooms, no other refreshments are permitted.
- Rooms **must** be reset to their default layout by the end of your booking unless otherwise advised. If you are unsure how this should be, speak to the Custodian on duty.

Equipment care

- All instruments and equipment must be treated with respect at all times. In particular great care must be taken when removing, storing, and replacing keyboard covers to ensure the inner lining does not touch the floor at any point. This is to avoid them picking up debris which will then scratch the casework.
- 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.
- Privileges may be withdrawn for repeat offenders!

Booking a room

- Booking requests are submitted using the [Online Room Booking form](#) and will be confirmed to you by email. 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. You must not swap your booking with anyone else. The office is generally open Monday to Friday, 0930-1700.
- The Faculty reserves the right to amend or cancel a room booking.
- Please find the duty Custodian on arrival to gain access to the room.