



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 mechanisms must not be used without prior permission.
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 Laura Howorth. 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.
- 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 book multiple sessions per day.
- Subject to individual room capacity limits a maximum of 12 students can use a room at any one time. 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** included 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, two working days in advance, for use by up to three students.

- All bookings are subject to current COVID-19 related restrictions and guidance including reduced capacity limits. Signs in each room indicate maximum capacity and ventilation requirements.
- Requests for bookings that do not meet the above conditions are be discussed with the Faculty staff in the main Admin/Concert Hall offices.
- Only bottled water can be brought into practice rooms, but no other refreshments.
- Great care must be taken when removing, storing, and replacing grand piano 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.
- Rooms **must** be left as they were found. If in doubt check with the Custodian on duty. 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 change or cancel a room booking.
- Please find the duty Custodian on arrival to gain access to the room.