

Practice Room Card Information

General Information

The practice rooms at the School of Music are primarily for the use of music majors. To obtain a practice room card in either fall or spring semester you must be enrolled in a School of Music class (MUS, MUSA, MUED). Any member of the University community may purchase a practice room card during the summer semester; however, different rates apply. Anyone who wishes to use a practice room, small ensemble room, or classroom must purchase a practice room card.

Two types of practice room cards are sold, for both majors and non-majors: semester and ten-hour. The semester card provides unlimited use of the practice rooms during the term for which it is issued, within the parameters of the card policies. It is usually more economical to purchase a semester card unless you plan to use the practice rooms fewer than five hours per week. The 10-hour, or hourly, card is a punch card; the time is marked by the half-hour. Once you have used all ten hours, you must purchase a new card.

Obtaining a Practice Room Card

Practice room cards are available from the Student Services Office (Ferguson 100) one week before each semester begins. Present your valid University ID card and a print-out of your current class schedule indicating that you are registered for a School of Music class.

You will then be issued a practice room card which provides you access to the appropriate room(s). The fee is charged to your student account and is payable with your tuition and other fees. Lost semester cards may be replaced for \$20.00. We cannot refund lost hourly cards.

NOTE: The cards are made of card stock and we recommend that you have your card laminated at the West Bank Copy Center.

For the purposes of this form, "majors" comprises majors, minors, IDIM, BIS, PIL, PSEO (program must include music).

Practice Room Hours

The practice room hours are posted at several locations:

Monitor Station (Ferguson Hall room 44)

School of Music video monitors

School of Music website: www.music.umn.edu

Hours are subject to change. **During fall and spring semesters, non-majors will not be allowed to access the practice rooms during peak hours, defined as 10:00 am to 3:00 pm, Monday through Friday.** Music and non-music majors are allowed the same access to practice rooms during winter, spring and summer breaks.

Accessing a Practice Room

Present your practice room card to the staff person at the monitor station (Ferguson Hall 44). Your practice room card will be retained as security and you will be issued an electronic access card to a specific practice room. When you have completed practicing, return the access card to the monitor station and your practice room card will be returned to you. Students who do not return keycards to the monitor station will have practice room privileges revoked for the remainder of that semester. In the event it happens a second time, practice room privileges will be revoked for the remainder of the student's career at the School of Music.

To open the practice room, hold the access card up to the sensor (red light in the black box adjacent to the door). When you hear the 'click,' push the door open. You do not have to turn the handle. There are times when you need to pull the door slightly toward you before pushing to loosen the closing mechanism. When you exit the room, please make sure you close the door tightly.

Please see reverse side for further information on your responsibilities for accessing the practice rooms.

Types of Rooms and Costs

Most 'B' rooms are equipped with an upright piano, music stand, and chair. (A very few rooms have electronic keyboards instead of upright pianos.) There are practice rooms that contain grand pianos, organs, harps, harpsichords, and percussion instruments. Access to these rooms is limited to students majoring or minoring on those instruments. The only exception to this is percussion students taking elective or secondary level lessons.

Room	Major		Non-Major			
	Semesterly	Hourly	Fall & Spring Semester	Summer Semester	Fall & Spring Hourly	Summer Hourly
B: Piano	\$65	\$25	\$100	\$180	\$50	\$100
C: Grand Piano	\$80		NA	NA	NA	NA
D: Percussion			\$110		\$45	
E: Organ			NA		NA	
F: Harpsichord						
G: Harp						

C, D, E, F, G cards also provide you access to the B rooms.

Policies

The following policies are necessary to ensure fair and timely access for all students, to maintain the quality of the instruments and facilities, and for security purposes. Violations of any of the rules may result in the suspension or revocation of your practice room access.

- No food or drink is allowed at any time. (Water bottles are allowed, but please do not put them on the piano)
- Practice room cards are non-transferable – do not allow anyone else to use your practice room card.
- Lost semester practice room cards can be replaced for a \$20.00 fee. We cannot replace lost hourly cards. Students may purchase a new hourly card.
- If you will be out of the room for more than 15 minutes, you must vacate the room and turn in your access card. Please be sensitive to this time limit as the demand for practice rooms is great. Students caught abusing this policy will face the following consequences:
 - 1st time out of the room for more than 15 minutes: practice room will be confiscated and the student will have to purchase a new card at full price.
 - 2nd time: Practice room privileges will be revoked for the remainder of the semester.
 - 3rd time: Practice room privileges will be revoked for the remainder of the student's career at the School of Music. (The School of Music is not responsible for any damages that may occur as a result of policy violation.)
- No students may remain in the practice room area after closing time. All practice rooms must be vacated and access cards returned to the monitor station by closing time. Students caught abusing this policy will have practice room privileges revoked for the remainder of that semester. In the event that it happens a second time, practice room privileges will be revoked for the remainder of that student's career at the School of Music.
- When returning an electronic access card at the monitor station, always check to be sure that you receive your practice room card, not one that belongs to someone else.
- You are responsible for access cards issued to you. Loss of a keycard should be reported to the monitor immediately. You will be charged a fee of \$45.00 to replace a lost access card.
- Refunds are made for semester cards through the end of the second week of each term. No refunds are available after that time. The same policy applies to unused hourly cards.
- Please report any problems or missing equipment to the staff person in the monitor station.

Ensemble Room/Classroom Reservations

Room space in Ferguson Hall is extremely limited. Please review the following specific rules on eligibility for reserving rooms and the procedures. Reserve a room at either window of Room 100 during normal business hours (Monday through Friday, 8:00 am to 4:00 pm). Be prepared to show your practice room card and to tell staff what type of group/rehearsal you need the room for. You can also reserve a room via email. Email Stephanie Herrick (herr0183@umn.edu) or Laura Krider (krider@umn.edu) at least 48 hours in advance with your name, ID number, the date(s) and time(s) you need the room(s), and your preferred room.

- Any music major with a valid practice room card can reserve small ensemble rooms (rooms 3, M61, 72, 81) or classrooms, provided they are available, as defined by Room 100 staff. The only exception to this rule is for those students enrolled in a jazz combo (Mus 3350). These students may reserve Room 3.
- Rooms can only be reserved one week in advance (three weeks for graduate students).
- Rooms can only be reserved for a maximum of two hours (three hours for graduate students).
- Rooms must be used for school-related groups or reasons (chamber ensemble rehearsal or coaching, recording, jazz combo rehearsal, composition reading, etc.).
- The electronic access card for room reservation must be picked up at the monitor station by the person who reserved it.
- Large ensemble rooms (Room 85, 90, 95, 99, 225) may be reserved only by faculty and TAs listed as instructors of record. In addition, the faculty member or TA who made the reservation must be present during the reserved time.