

Section 10

College of Music Scheduling and Facilities

(10.1) College of Music Facilities

The UNT College of Music consists of a six-building complex, and three additional buildings in which the college shares occupancy with other university entities.

The buildings that are primarily used by the College of Music Building, College of Music Annex, The North Music Practice Building, The South Music Practice Building, The Murchison Performing Arts Center, and The Murchison Performing Arts Center Annex. The shared buildings are Bain Hall, Chilton Hall and the Main Auditorium.

Within these buildings are a number of venues used for performances and special events:

Music Building

Paul Voertman Concert Hall, Recital Hall, Kenton Hall, Merrill Ellis Intermedia Theater, Graham Green Room, Music Commons, Graham Green Room, Myers Conference Room, Hybrid Arts Lab.

Murchison Performing Arts Center

Winspear Performance Hall, Lyric Theater, Instrumental Rehearsal Room

Main Auditorium Building

Main Auditorium

Access to the above facilities and the scheduling of space within them are regulated by the policy statements, procedures, and guidelines below.

Note: In addition to these spaces, the University has venues that are sometimes used for performances and special events such as the University Union, Gateway Center, Apogee Stadium and the Coliseum.

(10.2) Building Hours

Students and guests of the College of Music are required to observe the College of Music building hours. Faculty and staff may enter the building after hours, but are responsible for securing the building upon exiting.

Students and guests of the college are not permitted in the building after hours without faculty/staff supervision. To increase personal safety when the building is closed, and thus not supervised by university monitoring staff, exterior doors must not be propped open.

(10.3) Building Access and Keys

The regulation of access to College of Music Building is governed by the [Access Control](#) policy (University Policy Manual, section 11.005) and the Key Control Policy below.

(10.3.1) Key Control Policy

1. All faculty members are to receive keys to their studio/office and the building entrance. They may also request keys to the Recital Hall, Paul Voertman Concert Hall, and Graham Green Room. The building entrance key will also open some classrooms. The Percussion Area and Jazz Division have individual key systems for which each faculty member in those areas will receive a key. These faculty members will also receive a building entrance key.
2. A completed and approved [Key Request](#) is required for any keys to be issued.
3. All employees authorized to have keys will be charged \$10.00 for each lost or unreturned key. Students are charged \$150.00 for lost/unreturned keys.
4. Should a faculty member desire to provide access to their studio to student, the faculty member must fill out a studio access authorization form in the copy room (MU291). Copy room monitors will allow authorized students into the designated studios on a first come, first served basis. Students need to check-in at the copy room with their UNT ID card. Keys to studios may be issued to Teaching Fellows with Faculty approval. Faculty members are responsible for instructing students to return the studio key to the Copy room when their appointment has ended.
5. All key authorization request forms must be signed by the Building Operations Manager or the Associate Dean for Operations.
6. Keys are assigned to a specific individual and cannot be shared with or passed along to others. All keys must be returned to the Building Operations Manager or the copy room. Access Control policies for the College of Music may be reviewed and changed by the Associate Dean for Operations in consultation with the Dean.

(10.3.2) Percussion Keys

Key Check-Outs

Key rentals are available only to students who are *in lessons* for the semester, unless you have written permission from the percussion area coordinator. All key check-outs will be done with the instrumental studies administrative coordinator. The administrative coordinator will post specific times and dates each semester for students to check out keys. If none of the posted times are possible, students can email the administrative coordinator for an alternate time. All key payments must be made by cash or check. After the semester check-out deadline, keys cannot be checked out until the following semester without written approval from the percussion area coordinator.

Room Changes

If a student should need to switch drumset rooms with someone after the check-out deadline based on audition results, email the administrative assistant for Instrumental Studies copying the person you need to swap with and the percussion area coordinator. Once the percussion area coordinator grants permission, students may arrange a time to visit the division office to make the switch. **Students must not switch keys under any other circumstances or loan their keys to any other student.**

Key Renewals and Returns

All key renewals must be paid for in-person during the designated key return or renewal days/times unless an alternate time is approved by the administrative coordinator via email. Key returns may be done at any time prior to the semester return deadline either in person during the administrative coordinator's office hours or via the After Hours Dropbox on the division office door. If returning keys after hours, all keys must be in a single envelope clearly labeled with the student's name and the keys being returned. The administrative coordinator will send a confirmation email when the keys are received. DO NOT include another more than one student's keys in each envelope.

Students are held responsible for the keys checked out at the beginning of the semester. If a student is out of town on the return deadline, they are still responsible for making arrangements to get the keys returned on time. Keys can be returned early at any time the building is open via the after-hours drop box.

Holds, Late Fees and Replacement Fees

If keys have not been returned by the third business day following the return deadline, a transcript hold will be placed on the student's account which will be removed when the keys are returned, or lost key fine is paid.

Students will also be charged \$10 per day per key in late fees up to \$100 per key. Lost keys will be charged a \$150 replacement and re-keying fee.

(10.4) Access Control for the Ardoin-Voertman Concert Organ

Purpose

The purpose of this access control policy is to provide the details as to how UNT Faculty, Students and Guest Artist will gain physical access to the Ardoin-Voertman Concert Organ located within the Murchison Performing Arts Center (MPAC).

1. Access to Ardoin-Voertman for UNT Faculty and Students
 - Access will be given to West side of MPAC only.
 - Access will be given through key codes issued through office of MPAC building manager. These key codes must be re-applied on an ongoing basis. Faculty must re-apply at the beginning of each academic year. Students must re-apply on a per semester basis.
 - Access will be authorized only for scheduled activities.
 - Access can only be scheduled through the office of the MPAC Events Coordinator.
 - This access is only granted exclusively for the use of the instrument and no other parts of the MPAC. In addition, this access is limited to the individual in question, i.e., no guests will be permitted without written approval of the MPAC.
 - Access will be granted following the terms and conditions of the Ardoin-Voertman use policy. (If you do not have a copy of use policy, one can be provided upon request.)
 - Any violation of these and/or the use policy terms and conditions will result in code access being revoked.
 - Access to the interior of the instrument is restricted to College of Music organ faculty.
2. Requirements UNT Faculty, Students and Guests for receiving entrance keycode
 - Individual must be current UNT faculty, student or guest artist must be approved in writing by the chair of organ studies.
3. UNT Student Policies
 - Access to the instrument will be only authorized to students who have been approved by UNT organ faculty. This authorization will be considered official only when it is received in writing or email by MPAC building manager from UNT organ faculty.

(10.5) Building Maintenance and Custodial Services

[UNT Facilities](#) is the service organization responsible for the planning, renovation, maintenance, and repair of university buildings and facilities; and the provision of utilities, vehicle rental, refuse collection, custodial and other services essential to the mission of the University of North Texas. Two separate departments within UNT Facilities are responsible for maintaining and providing custodial services for College of Music facilities: [Custodial Services](#) and [Facilities Maintenance](#).

All maintenance, repair, and custodial requests should be directed to the College of Music Building Operations Manager (x3334).

(10.6) College of Music Scheduling

All event scheduling is governed by the guidelines stated in the College of Music Scheduling Policy (below) and are posted online in the [Roomview Scheduling System](#) by the College of Music Scheduling Office. Most event scheduling takes place through Roomview, which allows users to view the schedule of and reserve most rooms in the college (see the Scheduling Policy and Chamber Room Scheduling for exceptions).

Scheduling meetings for large ensembles occur 3 semesters ahead of the proposed concert date and are overseen by the chair of the Division of Conducting and Ensembles. All public events, regardless of the scheduling mechanism used, can be found on the College of Music Events Calendar.

(10.7) College of Music Scheduling Policy

I. Large Ensembles

A. Scheduling priority

1. College of Music public events may be scheduled in conflict with a First Priority ensemble concerts, but NOT with First Priority ensemble concerts in the same area (i.e., a wind/brass recital may not be scheduled against the Wind Symphony, a vocal recital may not be scheduled against A Cappella).
2. The following ensembles are accorded First Priority status:
 - a. A Cappella Choir
 - b. One O’Clock Lab Band
 - c. Symphony Orchestra
 - d. Wind Symphony
 - e. Opera
 - f. Grand Chorus
3. The following statement will be added to the recital application document signed by the student:

“I have checked the ensemble rehearsal and performance schedules of all participants in this event and affirm that no ensemble conflicts will result from scheduling this event at the time requested.”

B. Scheduling of Ensemble Concerts

1. The chair of the Division of Conducting & Ensembles shall oversee the scheduling of large ensembles.
2. Initial scheduling (3 semesters in advance):
 - a. All First Priority ensembles (see above)
 - b. Other large ensembles, as determined by the chair of Conducting, including but not limited to:
 - 1.) Choirs: University Singers, Concert Choir, Recital Choir, Men’s Chorus, Women’s Chorus
 - 2.) Bands: Symphonic Band, Concert Band, Brass Band, Marching Band
 - 3.) Orchestra: Concert Orchestra 4.)
 - Opera: All performances
 - 5.) Jazz: Jazz Singers, Avenue C, Lab Bands
 - 6.) Early Music: all concerts (Baroque Orchestra and Singers) 7.)
 - Percussion: Night of Percussion, Global Rhythms, African Ensemble
 - 8.) NOVA Ensemble
3. Representatives of these ensembles should either attend the scheduling meeting or make their scheduling needs known to the chair of Conducting and Ensembles prior to the announced meeting.
4. Once entered, any and all changes or additions to this schedule for these ensembles must be approved by the chair of Conducting & Ensembles.
5. Once the major ensembles are scheduled, external requests for the MPAC may be considered.

6. Secondary Scheduling (1 year in advance)
 - a. September 1 for Summer and Fall, February 1 for Spring of the year following
 - 1.) COM audition dates
 - 2.) Other ensembles (e.g., Faculty Ensembles, Brass, String, Woodwind and Percussion Ensembles, Chamber Ensembles, Spectrum and CEMI events)
 7. Special scheduling deadlines and considerations:
 - a. February 1 – Summer workshops.
 - b. Printed Calendar deadlines: July 15 for the following fall, October 15 for the following spring.
 - c. Pre-Finals Week – Traditional room assignments for juries will be protected pending submission of final jury schedules.
- II. Scheduling of Recitals
- A. Building Hours
 1. Reservations may be accepted only for times the facilities are officially open and staffed with monitors.
 2. Reservations cannot be accepted during official closure periods (viewable in Roomview), including holidays and semester breaks, and during periods of scheduled maintenance.
 - B. Normal Public Performance Times

The standard performance times for the College of Music are as follows:
 Evenings (7 days): 5:00 p.m., 6:30 p.m., 8:00 p.m.
 Saturday & Sunday matinees: 12:30 p.m., 2:00 p.m., 3:30 p.m.

Entrance to the hall will be 30 minutes ahead scheduled start time. Exit time will be one hour after start time with the exception of 8:00 p.m. recitals.
 - C. Solo and shared recitals may begin scheduling in accordance with the following timetable.
 1. All requests are handled on a first-come, first-served basis. Student non-degree recitals may not be scheduled following October 31 (Fall) and March 31 (Spring), nor may any concerts or recitals be scheduled during pre-finals week, final exam week, or any time the University is not in session.
 2. Due to parking issues, every effort should be made to avoid scheduling public events weekdays before 5:00 p.m.
 3. No recital may be scheduled until faculty approval of the date by email and payment of recording fees (if applicable) is received by the Scheduling Office.
 4. No recital requiring authorization will be advertised until the required form is completed (with all necessary signatures) and submitted to.
 5. Student recitals and concerts are normally restricted to a maximum of 60 minutes, and special approval is required to exceed this maximum. All events exceeding 60 minutes in length must be scheduled for the 8:00 (7:30) performance time.
 - D. Opening Dates for Scheduling of Recitals

July 1 – DMA recitals for Fall
 July 9 – Master’s or Senior degree recitals for Fall
 July 15 – Junior degree recitals for Fall

July 22 – All other recitals and bookings for Fall
Sept. 1 – Faculty/Guest recitals for Spring and Summer Nov.
1 – DMA recitals for Spring
Nov. 8 – Master’s or Senior degree recitals for Spring
Nov. 15 – Junior degree recitals for Spring
Nov. 22 – All other recitals and bookings for Spring March 1
– Faculty/Guest recitals for Fall
March 15 – All Degree Recitals (DMA, Master’s, Senior,
and Junior) for Summer
April 1 –All other recitals and bookings for Summer

E. Locations

It is expected that public recitals will be given on campus as a general rule. In extraordinary circumstances it may be desirable or necessary to give a recital off campus, and in such cases the signatures of the student’s faculty committee on the recital application form shall constitute the required approval.

F. Scheduling Deadlines

1. DMA recitals: At least one month prior to the recital (a requirement of the Graduate Performance Committee)
2. All other public events: Two weeks prior to the event (in order that all related services – programs, monitors, publicity, equipment needs, etc. – have sufficient lead time)

III. Scheduling of College of Music Rooms (Instruction/Coaching/Rehearsal/Meeting/
Semester Reservations)

A. Regularly scheduled classes and departmentals have priority over all other room assignments. Therefore, all other scheduling (including studio classes) cannot be considered firm until the class schedule is finalized on the 12th Class Day. While faculty members may use a classroom if it is free, they are obligated to relinquish the space to any party that has reserved that space. Instructors are encouraged to reserve space in advance as a normal course to aid building security and monitoring.

B. Recurring Semester Reservations

1. Faculty on continuing appointment who regularly teach Studio Classes at the same time each semester may request that their reserved time and space be carried over automatically from semester to semester (subject to the demands of the regular class schedule). It is the faculty member’s responsibility to inform the scheduling office should this reservation no longer be needed.
2. All other reservation requests of an ongoing nature, such as additional space for regular sectional rehearsals and Studio Classes held by Teaching Fellows, must be actively renewed each semester
3. Requests from Teaching Fellows reserving space for their assigned classes, and Teaching Assistants acting on behalf of a faculty member, are to be honored without further authorization.

C. Single Use Reservations (Ad hoc)

1. College of Music faculty and students needing to reserve space for a one-time use may do so through the Online Reservation System. Because of staff

limitations, such requests should be submitted at least three days in advance. Requests submitted after this deadline will be processed as circumstances permit.

2. Requesters are urged to consult Roomview to confirm that their request has been processed.
3. Caution: Requests for space during pre-finals and finals weeks are subject to pre-emption by jury and final exam schedules, which are NOT loaded into Roomview.
4. Classrooms are intended principally for use by ensembles or groups of faculty and/or students – they are not appropriate facilities for individual practice. Nor should any student or group monopolize facilities through excessive reservation requests. Abuse of this privilege could result in curtailment or suspension of reservation privileges.
5. Daily Use of Unreserved Space: Unreserved evening and weekend times in an unrestricted space (Music 287, 288, 289, 290, 297, 320, 321, 322) may be used on a first-come, first served basis by any faculty member or student through the Copy Room if a class is not occurring in a room nearby. Group rehearsals take priority over individual practice.
6. Spaces with Special Restrictions:
 - The Performance Halls (MPAC, Recital and Voertman Halls)
 - The Chamber Music Rooms (while a recital in the Recital Hall is in progress)
 - The Green Room (only quiet receptions or academic activities while a recital is in progress in the Recital Hall)
 - The String Room (137), due to instrument security issues
 - MU232 (Orchestral Hall) is designated as an alternate rehearsal space for large ensembles when displaced from the MPAC. The rehearsal displacement schedule is published at the beginning of each semester and overrides all prior reservations and even scheduled classes.
 - The Organ Recital Hall (requires approval of the area coordinator for organ)
 - The Merrill Ellis Intermedia Theater (requires approval of the CEMI director, and the presence of a technical monitor during room use)
 - Kenton Hall

IV. Scheduling of Performance Halls

A. Murchison Performing Arts Center

1. The MPAC facilities are normally restricted to
 - Approved large ensembles for scheduled rehearsals, performances and recording
 - Selected Faculty and Guest Artist Recitals (with approval of the office of the Dean)
 - COM invitational festivals
 - COM Auditions and juries
 - Fine Arts Series events
 - Official University functions

- Rentals by outside organizations
- B. Voertman Hall and Recital Hall
1. The main stages of the College of Music are primarily for use as follows:
 - Scheduled classes and workshops
 - Approved public concerts and their attendant dress rehearsals
 - Departmentals, COM auditions and juries
 - Recording sessions
 - COM faculty meetings and UNT academic support
 - Rehearsals involving special circumstances (with approval of a faculty sponsor)
 - Guest performances and special master classes (with approval of the office of the Dean)
 2. Rehearsals
 - a. Daytime hours between 11:00 a.m. and the conclusion of the last scheduled evening recital (usually ca. 9:00 p.m.) in the Recital and Voertman Halls are intentionally reserved for special needs such as guest lecturers, master classes and piano maintenance, and will not be scheduled for recital rehearsals more than two weeks in advance.
 - b. Recitalists needing to schedule further in advance may reserve a morning or late evening time and reschedule if a more convenient time is available.
 - c. Recitalists should schedule only what they reasonably need for a final dress rehearsal. Nominal times are two hours maximum for ensembles, faculty, guest artists, and DMA, masters and senior degree recitals; junior and elective recitals are allowed one hour.
 - d. Additional time may be requested only upon demonstration of compelling need or circumstances.
- C. Floyd Graham Green Room (for additional information regarding the Green Room, see “Graham Green Room,” Section 10.11)
1. The primary purpose of this facility is to provide warm-up and reception space for artists performing in the concert halls, and such use has first priority during established recital times.
 2. It may not be reserved at the same time a concert is scheduled in the Recital Hall due to sound bleed.
 3. It may be scheduled for other uses as long as such use does not compromise its intended primary function.
 4. The Green Room is not available for regularly scheduled classes or rehearsals.
- V. Exceptions
- A. Requests to waive any conditions of this policy may be addressed as follows:
 1. Scheduling of ensembles: chair of the Division of Conducting and Ensembles
 2. All other scheduling issues and approvals: Associate Dean for Operations

(Approved, Council of Division Chairs, September 18, 2014)

(10.8) Stage Management for Recitals

Assignments

Faculty members are required to turn in a Stage Management Request Form three weeks prior to each concert or recital in which they will perform, or in the case of Guest Artist Recitals, which they sponsor. This allows the proper scheduling of stage management staff based on the requirements of the performance.

NOTE: If the form is not completed, stage management will not be available for the concert.

Each month, stage management is assigned for all Faculty/Guest Artist Concerts/Recitals scheduled to take place in the Paul Voertman Concert Hall or Recital Hall for which request forms have been completed. The stage management scheduler sends out an email all trained stage management staff at end of the month with their assignments for the coming month.

Training

New Copy Room Monitors must be trained as stage managers prior to being assigned to performances. Training will consist of assisting the Stage Management Trainer during a concert. The trainer will need to go over proper protocol and dress code as well as teaching the new monitor how to work the lights in both the Paul Voertman Concert Hall and Recital Hall.

Stage Management Request Forms

The Stage Management Request Form, once completed, contains any and all information that the Stage Manager will need to know in regard to specific performances. It is important that the form is filled out completely and that the Stage Manager understands what is needed for the performance.

Before setting up for a performance, the Stage Manager should take the form to the performing faculty member to discuss any issues with the form, as well as verify that everything is correct on it. The faculty member needs to be available backstage for the Stage Manager 30 minutes before the concert is scheduled to begin.

Programs

Sometimes Faculty will drop off programs to be set out before their performance. These should be kept in the box lid above our cubby-boxes. When programs are dropped off, they should be clearly labeled, and an email needs to be sent to the Stage Managing Scheduler.

Dress Code

Stage Managers are required to wear all black and closed-toe shoes. The clothing needs to be professional – such as slacks rather than pajama pants.

Stage Managers Responsibilities

- Be dressed according to dress code by setup time – 30 minutes prior to the performance.
- Bring to Voertman Hall or Recital Hall the SM Form and any programs.
- Bring a pen for notes and a watch for anything that needs to be timed.
- Find the performing Faculty backstage and discuss the Stage Management Form.
- Set up the stage according to the form and discussion.

- Set the lights as requested on the form. Note any lighting changes needed and practice the changes.
- Leave the house lights on before the performance and the spotlights off until needed.
- Place the programs outside the entrance doors in the program holders on the walls near the doors.
- Keep one program to help stay on track during the performance.
- Unless otherwise noted, open the doors 10-15 minutes prior to the performance for seating.
- Before the performance begins, close the entrance doors.
- Just before the performance begins, dim the house lights and turn on the stage lights as requested.
- Should there be an intermission; make sure the house lights are turned back on for safety reasons.
- At the end of the performance, after the performers exit the stage, turn the house lights back on.
- After the house lights are on, turn the stage lights off.
- Clean up the stage as people leave and after everyone is gone turn off the lights and lock up. Leave the emergency work lights on, for safety reasons.
- Collect excess programs and return to the Copy Room.

(10.9) Chamber Music Rooms

Policy Covers: Orchestra Hall (MU232), Classroom (MU258), Choir Room (MU230), Woodwind Room (MU116), Brass Classroom (MU132), Music Annex Classroom (MA113), and Chamber (MU297).

A. Center for Chamber Music Studies Groups:

1. Chamber Center groups have first priority in scheduling MU297 and other chamber rooms. Usage request forms are submitted to the Scheduling Coordinator for the COM during their first 3 weeks of classes.
2. Semester reservations allotments for center groups rehearsals is as follows:
 - a. Bancroft Quartet—6 hours per week
 - b. Center Trio, Wind Quintet, Brass Quintet—4 hours per week
 - c. Groups from the Wednesday class—1.5 hours per week
 - d. If coaching sessions are needed in a classroom -1 hour per week
3. *Semester Reservation forms are available on the CoM website, “Students” tab, “Roomview resources.”*
4. Students should meet with their coach and decide on regular weekly times for rehearsals and coaching. Complete the form with their choices ranked in order of importance and ~~turn~~ email it to music.scheduling@unt.edu for processing. Assignments will begin being made on the 12th class day to give each group sufficient time to meet and select rehearsal times. Confirmation will be sent to the group leader listed on the form. They must be a client in the Roomview system.
5. Prior to the 12th class day these groups may schedule temporary rehearsals in chamber rooms using the online reservation system, Roomview, located at <https://music.unt.edu/calendar/request.php>. Login with your University EUID and password. Then follow the directions on the Welcome page to make a request at least 24 hours in advance and by 4 pm on Friday for weekends.
6. The Copy Room Monitors will be able to view reservations made in Roomview on their computer and will be given a list of eligible Center groups. Listed groups may show up in the evenings and use MU297 for walk-in service if it is available according to the Copy Room staff checking [Roomview](#).
7. Additional rehearsal time and one-time rehearsals may be scheduled once all of the semester requests are complete. These are requested in Roomview as a “single rehearsal” option under “Internal.” All requests must be made 24 in advance and by 4 pm Friday for weekends. Rooms available to use for rehearsals are located on “Reserve space in the COM” pdf on “Roomview resources.”

8. If a need arises for an immediate rehearsal in MU297 for a Center group and it is after business hours or on weekends, the Copy Room will have a list of groups that may use MU297 if it is available.

If MU297 is in use, theory rooms (MU287-MU290) are available Monday through Friday after 5 PM, and on weekends for chamber groups on a first come, first served basis. Request a Copy Room Monitor to open an available theory room if needed during these times.

9. MU297 is **not** to be used a general practice room by of any group.

B. Other Chamber Groups:

1. Semester reservations for regular weekly rehearsal and coaching sessions for all other chamber groups use the Semester Reservation Form to be found on the *on the CoM website, "Students" tab, "Roomview resources."*
2. Students should meet with their coach and decide on regular weekly times for rehearsals and coaching. Complete the form with their choices ranked in order of importance and ~~turn~~ email it to music.scheduling@unt.edu for processing. Assignments will begin being made on the 12th class day to give each group sufficient time to meet and select rehearsal times. Confirmation will be sent to the group leader listed on the form. They must be a client in the Roomview system.
3. Confirmation will be sent to the group leader listed on the form.
4. Prior to the 12th class day these groups may schedule temporary rehearsals through Roomview on the College of Music website. Rooms available to use for rehearsals are located on "Reserve space in the COM" pdf on "Roomview resources."
5. Additional rehearsal time and one-time rehearsals may be scheduled once all of the semester requests are complete. These are requested in Roomview as a "single rehearsal" option under "Internal." All requests must be made 24 in advance and by 4 pm Friday for weekends. Rooms available to use for rehearsals are located on "Reserve space in the COM" pdf on "Roomview resources."
6. Theory rooms (MU287-MU291, MU320-MU322) are available Monday through Friday after 5:00 PM if a class is not in a room nearby, and on weekends for chamber groups on a first come, first served basis. Request a Copy Room Monitor to open an available theory room if needed during these times.

(10.10) Practice Rooms

Upright piano and instrumental practice rooms in the North and South Music Practice Buildings are available to College of Music students without checking out a key for their solo practice and rehearsal with an accompanist. Certain faculty will put access lists on file in the Copy Room for approved students to use their studio. Ask your professor about this possibility. Specialty rooms (organ, double bass, and percussion) are available by renting a key. Students can use Theory rooms and certain jazz rooms on a first come, first serve basis if available after 5:00 PM through Copy Room access, MU 291. A student ID is required.

Chamber groups will have priority over a single (solo) rehearsal in these rooms.

Chamber groups may reserve single rehearsals in the Roomview system. Solo practice and practice with your accompanist use walk-in service, practice buildings or faculty access list for rehearsing, they do not make reservations in Roomview unless prior to a scheduled recital.

(10.11) Graham Green Room

In order to ensure that the Graham Green Room is maintained in a condition that allows it to function well as a reception area and space for special events, the following rules have been established for all who reserve and use the room. The Graham Green Room may be reserved through the College of Music Scheduling Office by using Roomview.

At the conclusion of an event:

1. Pick up all garbage and place in garbage receptacles. Additional garbage bags are available upon request through the College of Music Copy Room.
2. Return all furniture to its original position.
3. Wipe down tables if food and beverages were served.
4. Clean up any spills
5. Clean kitchen after use.
6. Properly store and then remove any food placed in the refrigerator. All contents in refrigerator must be disposed of after the use of the room.
7. If piano is used, return it to closed position.
8. Turn out lights when leaving.
9. Contact Copy Room Monitors (MU291) so they may check room condition and lock it.
10. Users are responsible for this room, furnishings and associated equipment. The user will be charged for costs associated with damage, theft or condition requiring additional cleaning of the area.

(10.12) College of Music Office

Location: MU247

Hours: 8am – 5pm, Monday – Friday

Mail/Messages/Memos

1. All outgoing mail must have 1155 Union Circle # 311367, Denton, TX 76203 as the return address. The office will distribute accordingly and will check the tray often. Envelopes must have the College of Music return address.
2. Campus interdepartmental mail requires no postage. Official “Campus Mail” envelopes must be used for all such mail and can be found in the cabinet labeled “Intercampus Envelopes” in the mailroom.
3. Packages may be shipped from the College of Music Office. Domestic packages must be packed, boxed, and sealed prior to drop-off in the office. The package must be accompanied by the contact information and address for the receiver as well as the sender’s contact information and the College of Music Return Address.
4. The mailing of international packages and non-standard delivery international mail from the College of Music Office must be approved by the Associate Dean for Operations. Approval is needed before the item can be accepted by the office. A customs form, completed and signed, must accompany each package or letter.
5. Papers, packages and messages for students should be left in the appropriate division office and not in the music office.

Faxes

Faxes to be sent should be given to an office worker or the Office Manager for transmission. Faculty members are advised to wait for a transmission confirmation to print before leaving the office. The College of Music fax number is: 940-565-2002.

Mailboxes

Faculty mailboxes may be accessed either from the hallway using the combination lock, or from the mailroom during regular College of Music Office hours. In the mailroom, each box has a name label at its top. See the College of Music Office Manager for mailbox combinations.

Office and Studio Entry Limitation

The College of Music Office is not authorized to open offices and studios for faculty members, their guests, and/or students. All office and studio entry requests must be made to the College of Music Copy Room, MU291.

(10.13) College of Music Copy Room

Location: MU291

Hours: College of Music Building Open Hours

Duplication

Authorized copy work is that which the instructor needs for teaching purposes (handouts, excerpts, etc.) and copy work as it relates to other University responsibilities. All copy work must abide by established copyright regulations and laws. Other copy work must be done at a commercial location. For additional information on copyright regulations, see Copyright Compliance, College of Music Faculty Handbook, Section 8.3.

Copy work is completed in room 291 or in the Copy Center in the Student Services Building (300+ copies and course packs). Request forms must be filled out completely for orders left in either the “Today” tray or the “Not Today” tray. Incomplete forms will result in delayed copy work.

Please note: Faculty members making requests for 300 or more copies will be referred to the Student Services Bldg. Every effort will be made to assure that work is completed in a timely and professional fashion.

Office Supplies

Basic office supplies for faculty and staff members may be requested in the Copy Room. Because these items are purchased in bulk for College of Music offices, special items not on the standard inventory list cannot be ordered. Copy Room Monitors can supply faculty and staff members with the following items:

- Pens and Pencils
- White out
- Scotch Tape holder with a roll of tape
- Stapler with staples
- Ruler
- Legal Pad
- Post –it notes
- Manila Folders and Hanging folders if needed.

In order to receive supplies, please visit the Copy Room and sign the tracking book at the counter, indicating the items needed and the division name. Large quantities of pens, pencils, etc. must be approved by the College of Music Building Operations Manager.

Note: Specialty items may be ordered through the Building Operations Manager and must be approved by Division Chair. A budget account number for payment must also be provided.

Studio Entry Authorization

The College of Music Copy Room is the only office authorized to open faculty studios, offices, and rehearsal spaces (provided an on-line reservation has been made) in the college. A Studio Entry Authorization Form must be completed at the beginning of each term (including Summer I and II) in order for students without keys to obtain access to a studio. The student must have

their UNT ID card in order to be granted access. This list is kept on file in M291 and is used to protect the faculty members, monitors, and the College of Music. Persons permitted entry are subject to follow scheduled building hours. No student will be allowed to remain in the building after building hours.

(10.14) Emergency Guidelines

UNT Risk Management Services provides a set of emergency guidelines for a variety of emergency or disaster scenarios. The guidelines are designed to help less the impact of emergency situations. The guidelines are intended to be only one of many tools the university community would use to prepare for and respond to an emergency. The guidelines may be found here:

<https://emergency.unt.edu/emergency-guidelines-0>