

# Who can book a classroom, meeting space or chamber room in Roomview...

General single rehearsals booked within two weeks:

- Small ensembles, small groups/forum & chamber groups
- Sectionals for small/major ensembles
- Self-recording or class recording projects (include what recording is for and submission deadline under additional information in your request)
- Two rehearsals with solo instrument and accompanist prior to a recital
- Jury rehearsal – one rehearsal with accompanist prior to jury

Regular weekly rehearsal/coaching may be booked for:

- MUCM 3510/5510 classical chamber music groups\*
- Center for Chamber Music ensemble\*
- MUCM 3550 jazz chamber groups \*
- Lab Band and jazz ensemble sectionals\*

\*Request Form Required – located in Roomview Resources

Meetings

- Student music organizations
- Music fraternal organizations
- Class oriented meetings – review sessions
- Defense and oral exams

***Solo rehearsals and rehearsals with an accompanist are not reserved in Roomview now that COVID restrictions have passed. These are handled as walk-in service with the Copy Room as stated below, in the practice buildings or a professor's studio if you are on their access list on file with the Copy Room.***

After 5PM and Weekend Walk-In Service with the Music Copy Room, MU291:

- No reservations are made in Roomview
- Bring your student ID to the Copy Room, MU291
- You may use any room they have open for this use for up to 2 hours

# What rooms are available to book?

In Roomview - "Type of Event Request" – Internal - Single Rehearsal, Meeting, Exam, Class (review sessions), etc.

**MU 287, 288, 289, 290 (Music Theory classrooms w/piano)** - required to reset to classroom set up

**MU 320, 321, 322 (Third floor classrooms w/piano)** - required to reset to classroom set up

**IMPORTANT** - Rehearsals in the above listed classrooms **ONLY** when no academic classes are in a nearby classroom at the same time. Sound bleed is an issue due to their close proximity.

Therefore, check all rooms in the groups listed above when searching Roomview, **BEFORE** you make your request.

**MU 116 (Woodwind classroom w/piano)** –late afternoon for non-ww instruments; required to reset room

**MU 132 (Brass classroom w/piano)** - required to reset to classroom set up

**Bain 112 & 113 (Chamber music room w/piano)** – 5 chairs/stands

**MU 297 (Chamber Music Studies/Center for Chamber Music w/Baby Grand piano)** – 5 chairs/stands

No voice or brass rehearsals until after 5 PM on weekdays in MU297 due to offices nearby.

**MU 230 (Choir Room w/grand piano)** – required to reset to classroom set up

**MU 232 (Orchestra Hall w/grand piano)** - required to reset to classroom set up

**MU 258 (Large classroom w/grand piano)** – required to reset to classroom set up

**MA 113 (Large classroom w/grand piano)** - required to reset to classroom set up

**MU 262 (Large classroom w/grand piano/amp/partial drum set)** - required to reset to classroom set up

## Rooms for Jazz Studies Students Use

**MU 263 (Lab East w/grand piano/amp/partial drum set)** - required to reset to classroom set up

Rehearsals may not be booked in Lab East when classes or concerts are occurring in MU 282 Lab West due to sound bleed issues.

**MU 292 (Small classroom w/grand piano/amp/partial drum set)** - required to reset to classroom set up

## Rooms for Percussion Students Use

**MU142 (w/piano)** - Percussion majors on access list only

## Meeting Rooms/Oral Exams

no rehearsals in these spaces

**MU 250 (Small classroom w/piano)**

**MU 295 (Small classroom w/piano)**

**Receptions** – booked after recital is approved

**MU 251 (Floyd Graham Green Room)**

**MU 295 (Small Seminar Room w/piano)**

**The Spec's Courtyard (weather permitting)**

Green Room for 8 PM recitals or reserved two weeks front for earlier times if no other event is in the RH.

## General Information about using rooms

### in the music building:

Music Building begins locking up 30 minutes before final closing time.

Room use must end at 11:30 PM.

Rooms need to be reset to their classroom set up after use.

# How to request a room for...

recurring weekly chamber music studies rehearsals/coaching & jazz sectionals – rehearsal w/accompanist (2 allowed before scheduled recital) or small ensemble rehearsal – meetings – self-recording – orals & defense

To begin, you will need to research available dates in Roomview - <http://calendar.music.unt.edu/> using the Roomview tab at the top of the Calendar.

Some require forms to book to be turned in first. Forms are located in “Roomview Resources” under the “Students” tab on the COM webpage

- recurring sectionals for jazz ensembles and for chamber music studies groups – form required to be booked
- self-recording in venues – form required prior to submitting a request; not required for classrooms to self-record

Check each space in Roomview. *You may not request when a class is nearby in a theory or third floor classroom that could be disturbed. Check all rooms nearby when looking for space to request in Roomview.*

Once you have found a date, click “REQUEST” on the left side of the page to enter your event information. This will take you to the login page for making a Roomview request - <https://calendar.music.unt.edu/request.php>

Login using your UNT euid/password and agree to terms at the bottom of the page. If you are new to the system you will need to complete the Data Sheet to become a Client. When entering the country put only U.S.A. and nothing else, this is a quirk of Roomview. If returning, check your data information for accuracy and click “Save & Continue.>>” and start an “event request.”

Complete all of the information listed below to submit a request for processing:

**Type of Event Request:** Click “Internal” – select type of use from pull down menu (single rehearsal, class, etc.)

**Instrument** – enter your instrument/voice

**Title** – Performer/User Name and purpose (theory review/meeting/chamber rehearsal /sectional, etc.)

**Choose Building** ... College of Music Building

**All Categories**...leave alone

**CHOOSE ROOM** – select your room to use

**Enter: Date, Enter Time, Start Time and Exit Time**... the first two can be the same time

**Record Box**... leave alone (unless booking a recording session)

**Piano Tuning**... leave alone (unless booking a recording session or recital)

## SAVE YOUR REQUEST

Your event information will show with any conflicts that may exist. If you checked Roomview first, you should not have any conflicts. If you see a conflict then check Roomview to see what it may be for your room choice.

## WHEN FINISHED CLICK “MAKE REQUEST”

You will receive an email that your request is in process. Once your request is processed, you will receive another email from the scheduling office telling you how to proceed for final approval of your event.