



The Scheduling Department
Manhattan School of Music
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New York, NY, 10027
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(917) 493-4479

Practice Room Policy 2010 - 2011

Manhattan School of Music provides practice space to registered students in good standing. This policy has been developed to provide the most equitable use of practice rooms within the constraints of the School's facilities. School officials reserve the right to enter any practice room at any time to monitor appropriate use of space and student compliance with the policies outlined below. Any student violating these policies is subject to disciplinary action. Manhattan School of Music ID cards must be available for presentation to school officials at any time while in the building.

How to Schedule a Room:

1. **Online:** <http://scheduling.msmnyc.edu>
2. **In-Person:** Scheduling Office, Room 110A (first floor of main building)
9am-12pm Monday-Friday

Room Reservation Rules

All Students:

- Practice spaces can only be booked for the current and/or next day
- Rooms that can be reserved (subject to change holidays/audition periods/as posted)
 - **Practice Rooms** (Main building & Andersen Hall (except winter & summer breaks)):
9am-10pm Monday-Friday
 - **Classrooms:**
9am-11:30pm Monday-Friday
 - **Large Rehearsal Spaces** (606/607/610/322/240):
At the scheduling office on a case-by-case basis
- Reservation Time Limits
 - **Pianists:** 3 hrs day-of; 3 hrs following day = up to 6 hrs of practice per day
 - **All others:** 2 hrs day-of; 2 hrs following day = up to 4 hrs of practice per day
- **PENALTIES:**
 - Over-booking 3 times=Loss of online booking privileges for 1 week
 - 3rd loss of online privileges=Loss of online booking privileges for semester
- Notify the Scheduling office of cancellations:
917-493-4479; scheduling@msmny.edu
- Occasionally, students may be required to relinquish an unreserved practice room to Piano Technicians for instrument maintenance or to faculty for lessons
- Chamber Music rehearsals **MUST** be booked at the Scheduling window

Residents (Live in Andersen Hall & have an "R" sticker on ID):

- May **NOT** practice in the Main building
(Except large instruments-double bass/harp/harpsichord/percussion/organ/tuba):
 - Before 9:00am and after 10pm
 - All Weekends
- May practice in Andersen Hall as rooms are available:
 - Floors 5, 7-14 from 10am-10:30pm
 - Floor 2 rooms if they are not in use and not reserved

Non-Residents (Living off-campus & without an “R” sticker on ID):

- May practice on the 2nd floor of Andersen Hall if they:
 - Reserve the room and have a printed confirmation with them
 - Sign in and leave your ID with the Security Guard at the entrance
 - Get their confirmation sheet stamped by the 2nd floor security guard
 - Place the confirmation sheet in the door window while practicing
 - Sign out, pick up your ID and leave within 15 minutes after practice
 - Exit through the Claremont Exit
- May **NOT** practice in Andersen Hall:
 - Before 9:00am or after 10:00pm Monday through Friday
 - On weekends
- May schedule practice rooms in the main building on the weekends:
 - **Classrooms:** may be reserved on the Friday before
 - **Practice Rooms:** First-come, first-served
 - **Off-limits: Pre-College** (before 6pm Saturdays)

Practice Room Policy

- ALWAYS place your reservation summary in the plastic sleeve on the door
- If you leave a room for **more than 15 minutes** (your belongings do not “hold” your room) the room becomes available to other students
- Students are **NOT** allowed to teach in practice rooms
- Pianos may NOT be moved; chairs and stands may be “borrowed,” but MUST be returned to their original location
- All instruments, cases, and other equipment must be removed, lights must be turned off, and windows must be close when leaving a room.
- Windows must be closed **before 8am and after 10pm** to comply with neighborhood noise abatement policy
- Windows & doors in all **Andersen Hall** practice rooms must be shut **at all times.**
- Food and beverages are strictly prohibited, except bottled water.
- Do not place anything on pianos except music
- No practicing is allowed in the hallways, stairways, bathrooms, or other common areas, unless officially approved by the Dean of Students or designee
- Unauthorized use of locked faculty studios by students will result in the loss of practice privileges.
- **Classrooms:** pick up a key and immediately after use turn off the light, lock the door, and return the key via the key drop box at the main entrance of the school. Failure to do so will result in a \$50 fine, a referral to the Dean of Students, and a loss of practice room privileges until the key is returned.
- Cleaning crews in the Main Building have priority access to classrooms after 10pm

N.B. Violators of any of the above stated policies will be referred to the Dean of Students, a Dean of Faculty, or judicial administrator for appropriate sanctions. The security staff and any witness may document any person who fails to abide by practice room procedures. Incident Reports are available at the security desks or any of the Student and Residence Life offices.

Last Updated: 11/2/2010