



MSM PRACTICE POLICY

2009-2010

The Scheduling Department
Manhattan School of Music
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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.

Scheduling Office Location and Hours

- The Scheduling Office is located on the first floor of the main building in Room 110A.
- The Scheduling Office is open from 9am to 5pm, Monday through Friday. The office closes each Friday from 11:30am to 12pm for a weekly departmental meeting.
- The scheduling of practice rooms can be done either:
 - 1) **Online** at <http://scheduling.msmnyc.edu> 24 hours a day
 - or
 - 2) In person at the scheduling window Monday through Friday between 9am and 12pm.

Directions for Scheduling Space Online

- Go to the MSM Online Scheduling website at: <http://scheduling.msmnyc.edu>
- Under "My Account" log in with your **MSM** email address and password. No other email address will allow you to log in to the site.
- Under "Reservations" click "Reserve a Practice Room."
- Fill in all required fields in the "When and Where" box and click "Find Space"
- Click on the green plus sign next to your desired room.
- Click "Details" tab and fill in all required fields.
For "Event Name" type your last name, then first name.
- If you've requested a room in Andersen Hall, you must include the names of all guest involved in your practice who are Non MSM Residents.

- Click “Submit Reservation” and your practice information will be emailed to you.
- You **must** print out your “Reservation Summary” by clicking “View Reservation Summary” or from your email.

*Printers are available in the MSM library:

Monday – Thursday: 9am-9pm

Friday: 9am-5pm

Saturday: 9am-5pm

Sunday: 2pm-8pm

Editing or Cancelling Bookings Online

- Go to the MSM Online Scheduling website at: <http://scheduling.msmnyc.edu>
- Under “My Account” log in with your **MSM** email address and password.
- Under “Reservations” tab click “View My Request”
- Select booking you wish to Edit or Cancel
- Click on “Edit Reservation” or “Cancel Bookings”
- Make changes and click “Save”

*All editing or cancelling can be done online 24 hours a day.

General Practice Policies

- Reservable hours for practice room and classroom use during the week are:
 - Monday through Friday:
 - Practice rooms in Main Building - 9am to 10pm
 - Classrooms - 9am-11:30pm
 - Andersen Hall practice rooms - 9am-10pm
 - For all other hours, practice rooms and classrooms are not scheduled.
- Practice space can only be booked for current and/or next day.
- Piano majors are allowed three hours of scheduled practice per day while all other majors (instrumentalists, vocalists and composers) are allowed two hours per day.
- If a student books his or her allotted two/three hours of practice for the following day, he or she can return the following day and add their allotted practice hours for the current day if they are available. This means that a total of 4-6 hours per day of practice is possible, depending on the student’s major.
- The Scheduling Office monitors all online bookings and will administer penalties to any student who books over their allowed times.

- **Penalties for overbooking online:**
 - 1st violation - Loss of online-scheduling privileges for one week.
 - 2nd violation - Loss of online-scheduling privileges for two weeks.
 - 3rd violation - Loss of online-scheduling privileges for the rest of the semester and will be referred to the Judicial Committee.
- *During any violation period, scheduling a space can only be done in person at the Scheduling Window located next to room 110A, Monday-Friday 9am-12pm.
- Any MSM student who has reserved a practice space **MUST** have a printed Reservation Summary. Without a Reservation Summary a student may be asked to relinquish their practice space or may not be allowed to enter the building.
- Practice space availability is subject to change during holidays, intercessions, audition periods, jury week and at other times as posted.

Residents or Non-residents

- * Residents- living in Andersen Hall & have an “R” sticker on MSM student ID.
- * Non-residents- living off campus & without an “R” sticker on MSM student ID.
- All students, resident and non-resident, may sign up to use Main Building or Andersen Hall 2nd floor practice rooms for practice during the hours of 9:00am to 10:00pm, Monday through Friday.
 - Resident students may not practice in the Main Building before 9:00am or after 10:00pm Monday through Friday, or on weekends (exceptions listed below).
 - Non-resident students are only allowed on the 2nd floor of Andersen Hall if they have officially reserved a practice room on the 2nd floor of Andersen Hall. You must sign in with the Security guard at the entrance to Andersen Hall in order to enter the dormitory, or be a guest of a resident who must officially sign you in and accompany you. Violation of this policy could lead to revocation of practice privileges.
- All students, resident and non-resident, of double bass, harp, harpsichord, percussion, organ and tuba may practice in the main building at any time due to the difficulty of transporting these instruments.
- Faculty and Staff are not permitted to sign up for practice rooms in Andersen Hall.

Checking in to Andersen Hall

- All students, residents and non-residents, should allow extra time to check in with the Security guard on the 2nd floor of Andersen Hall from 9:00am through 10:00pm, Monday through Friday. The Reservation Summary must be presented to and stamped by a 2nd security guard on duty on the 2nd floor. Students must place the Reservation Summary in the window of the practice room door while the room is in use. The students must remove their Reservation Summary from the window and leave the practice room immediately at the end of their assigned time. Resident students are expected to also display their ID in the room window.

- Any non-resident student who has signed up for a practice room on the 2nd floor of Andersen Hall must check in with the security guard at the entrance of Andersen Hall. The non-resident will show their Reservation Summary, sign in, and leave their ID card with the security guard. It is advisable that non-residents arrive prior to their scheduled practice time to sign into Andersen Hall. At the end of their scheduled practice time, non-residents must stop at the Andersen Hall Security desk, sign out, and pick up their id. Non-residents must retrieve their id and leave Andersen Hall within 15 minutes of the end of their scheduled practice time. **Non-resident students must exit through the Claremont exit.**
- **Only resident students** may use practice rooms in Andersen Hall that do not appear to be in use. They must display their id in the window of the practice room. During the Monday through Friday period of 9am to 10:00pm, they must check in with the 2nd floor security guard and patiently wait for the Security guard to check in all students with a Reservation Summary. If a resident without a Reservation Summary starts practicing and a person with a Reservation Summary arrives indicating they are scheduled to practice in that room at that time, the resident student without the Reservation Summary would need to vacate the room.
- Practice rooms in Andersen Hall are not available to students during the winter and summer breaks.
- Resident students may practice in practice rooms of floors 5, 7-14 in Andersen Hall from 10:00am to 10:30pm, on an as-available basis. Non-resident students are not allowed to use these practice rooms unless they are signed in as the guest of a resident and they are practicing in the practice room with the resident who signed them into Andersen Hall.
- Groups reserving practice rooms in Andersen Hall must submit names of all non-resident members at the time of scheduling and all members must be current MSM students. Any members not listed, will not be allowed to enter Andersen Hall and the practice room.

Chamber Music and Piano Concerns

- Chamber music ensembles may reserve a practice room or a classroom for a two-hour rehearsal per group each week. Students may reserve a single occurrence rehearsal time one week in advance or may choose to schedule a recurring rehearsal time for the entire semester once the Scheduling Department has received the approved chamber music ensemble list from the Chamber Music Office after the start of each semester. **Please come to the Scheduling window to book Chamber music rehearsals.**
- The Piano Technical Staff needs periodic, weekday access to practice rooms and classrooms for tuning and maintenance of instruments. As a result, some rooms will be unavailable at various times each day.
- **Problems with pianos should be reported in the piano tech log book available at each security desk.** These log books are checked daily by piano technicians.
- During non-reservable hours (6am to 9am and 10pm to 11:30pm) the Piano Staff has priority to all practice rooms.

Practice Room Sign-Out Procedures

- Presentation of a valid, MSM ID card is required. Students with an “R” (Resident) sticker on their ID are not permitted to practice in the Main Building before 9:00am or after 11:30pm, Monday through Friday, or on weekends. Non-resident students (Students without an “R” sticker on their ID) are not allowed to sign up to practice in Andersen Hall 2nd floor before 9:00am or after 10:00pm, Monday through Friday, or on weekends.
- Students practicing in the Main Building or Andersen Hall 2nd floor must have a printed Reservation Summary, which must be placed in the plastic sleeve of the assigned practice room or classroom of the main building while the room is in use.

Classroom Sign-Out Procedures

Classrooms are different than practice rooms in that they are primarily used to conduct classes. When they are not in use for a class, they may be used for practice. Classrooms are cleaned and reset for the next day’s classes on a nightly basis. **Cleaning crews in the Main Building have priority access to classrooms after 10PM. If you are asked to vacate a classroom by the cleaning crew, you must comply. You may return to a classroom after it has been cleaned only if you have reserved that classroom and have your Reservation Summary with you.**

- Classrooms may be reserved for use between 9am and 11:30pm when they are available. These rooms may be reserved by non-resident and resident students following the same procedures as the practice room sign-out procedures above.
- A key will be issued to the student, which must be returned immediately after use, on the day of use, via the key drop box at the main entrance to the school. Students who fail to return a key on time will be fined \$50, be referred to the Dean of Students and lose practice room privileges until the key is returned.
- The student will be issued a printed Reservation Summary, which must be placed in the plastic sleeve of the assigned practice room or classroom while the room is in use.
- Following the use of the classroom, the lights must be turned off, and the door must be locked.

Weekend Room Use

- MSM students are not allowed to use MSM practice facilities when the Precollege Division is in session on Saturdays.
- Non-resident students have access to the Main Building on Saturdays when Precollege ends at 6pm.
- Resident students are only allowed to use practice rooms in Andersen Hall on weekends.

- Practice rooms in the Main Building and Andersen Hall are not scheduled for the weekend. Practice rooms in the Main Building are open and available to non-resident students on a first-come, first-served basis on Saturdays after 6pm and all day on Sundays. Practice rooms on Andersen Hall's 2nd floor are open and available to resident students only on a first-come, first-served basis on weekends.
- Weekend use of classrooms is only scheduled for non-residents on the Friday before that weekend. Classrooms may be reserved after 6pm on Saturdays (on days when Precollege is in session) and between 9am and 11:30pm on Sundays.
- Allotted hourly limitations still apply for weekend use (three hours per day for piano majors and two hours per day for all other majors), and are strictly monitored by the Scheduling Office.

General Room Rules

- Any MSM student who has reserved a practice space **MUST** have a printed Reservation Summary. Without a Reservation Summary a student may be asked to relinquish their practice space or may not be allowed to enter the building.
- **Any room left unoccupied for 15 minutes or longer becomes available to another student for practice.** Leaving one's instrument and/or belongings in the room will not hold the room or be considered "occupying."
- Practice rooms are for practicing only. **Students are not allowed to teach in the practice studios or classrooms.** These facilities are reserved for current student practice only. Students found using rooms for purposes other than practice or study will be documented and sanctioned. Sanctions could range from warnings and fines to suspension of practice room privileges. Egregious and or repetitive violations of policy or procedure could jeopardize one's status as a Manhattan School of Music student.
- Practice facilities and instruments must be treated with care. Pianos are not to be moved. Only music may be placed on the pianos.
- Food and beverages are strictly prohibited, except bottled water.
- Any chairs or stands "borrowed" from other rooms must be returned to their original location.
- No instruments or cases may be left in practice rooms. There is a storage closet on the 2nd floor of Andersen Hall available for resident percussion students to store drum sets and other equipment. Students must remove all equipment from the rooms after the practice session.
- When vacating a room, lights must be turned off and windows must be closed.
- Windows must be kept closed before 8:00AM and after 10:00 PM to comply with neighborhood noise abatement policy. **Windows and doors in all practice rooms in Andersen Hall must be kept shut at all times.**

- 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.
- It is imperative to notify the Scheduling Office at least three hours in advance of any practice space cancellation. Students may do so by voice mail at (917) 493-4479 **OR** by email at scheduling@msmny.edu **OR** online at the MSM Online Scheduling website, <http://scheduling.msmny.edu>.
- Violators 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 the practice room procedures. Incident Reports are available at the Security Desks or any of the Student and Residence Life offices.