



Boston University College of Fine Arts
School of Music

Student Group Access Agreement

Access to the School of Music practice rooms located in the basement of 855 Commonwealth Avenue is available under the terms listed below to students who are members of music groups registered through the Student Activities Office. There is no charge for this service.

Name of Student Group _____

Primary Contact's Information:

Name _____ BUID _____

Email _____ Local Phone _____

Please provide full names, email addresses, and BUID numbers on page 4 for all members of the student group requesting practice room access. Only those students listed on this page or submitted to the School of Music as a change in student group membership will be authorized to use practice room spaces.

Student Group Policies

The contact person listed above is responsible for informing the School of Music of changes to the Student Group membership since access to the practice rooms is contingent to that membership. The School of Music must be informed when members leave the student group or new members join. No member of the student group may be admitted to the practice rooms without SOM authorization. Additionally, the contact person must ensure that all members of the student group read and understand the School of Music's practice room policies. Finally, the contact person must inform the School of Music if a scheduled rehearsal is canceled so the space reservation for that day can be released.

Due to space limitations, student groups may reserve no more than 4 hours per week of group practice room time. Student groups may not reserve classroom space except during audition and callback periods. Note that Individual members of the group may use practice rooms on a first-come, first served basis any time during normal hours of operation.

Use of the CFA Practice Rooms are for practice and rehearsals ONLY. It is strictly against policy to engage in social gatherings, celebrations, parties, or any non-music related activities in the CFA Practice Rooms. Violation of this policy will result in the immediate revocation of Practice Room access for the entire Student Group.

Practice Rooms and other CFA spaces must be left in the same condition as when the student group arrived. This includes, but is not limited to, properly re-racking chairs and stands, returning other equipment (including tables, desks, etc.) to its original position, cleaning blackboards used during the engagement, and collecting and disposing of trash. Signs posted anywhere in the building must be removed prior to departure. Note that the movement of any lounge furniture to practice rooms or classrooms is prohibited.

In addition to adhering to the student group policies, all members must agree to the following terms and conditions governing practice room usage:

1. The practice room area is for authorized users only for individual access. Guests are not permitted. Access is granted to the practice room area through the use of an activated BU ID or access card provided by the Scheduling Office.
2. Activated cards are for personal use only. Users may not give or loan activated cards to others. Do not grant access to others by swiping them in or by holding the door open.
3. Graduating School of Music students may continue to access the practice rooms for the term immediately following their graduation only. Students graduating in the Spring, for example, may use the practice rooms until the end of Summer Term 1.
4. Loitering outside of the practice room security doors is prohibited.
5. When occupying a practice room, users must place their IDs with the picture side facing out in the card holder on the door.
6. A limited number of large practice rooms may be reserved ahead of time via the SOM scheduling office. Otherwise, practice rooms are available on a first-come, first-served basis between 6:00 am and 11:30 pm. Use of practice rooms outside of these hours is not permitted.
7. **The teaching of lessons or other instruction not officially sanctioned by the School of Music is absolutely prohibited. Violators face immediate suspension of practice room privileges.**
8. Individuals under the age of 18 are not permitted in the practice room area without prior authorization from the School of Music.
9. Rehearsals involving outside groups not sanctioned by the School of Music are prohibited.
10. Excessively loud instruments such as drum kits (except in percussion suite) and bagpipes are not permitted. Electronic amplification is also not allowed.
11. Food is not permitted in practice rooms, but may be consumed in the lounge area. Electric cooking appliances (including hot pots and kettles) are not allowed anywhere in the basement practice room area.
12. Closed beverage containers are permitted in the practice rooms, but may not be placed on pianos.
13. Do not place instruments, cases, or any bulky items (bags, coats, etc.) on pianos.
14. Do not move pianos or cabinets. Do not remove any part from pianos, including music racks and lids.
15. Piano benches, stools, tables, and desks may not be removed from rooms. Chairs and music stands may be moved between rooms, but they may not be removed from the practice room area.

16. Do not leave instruments or other valuables unattended. Neither the School of Music, College of Fine Arts, nor Boston University are liable for any damage, loss, or theft.
17. Do not cover windows or use music stands to hide the identity of any practice room user.
18. The School of Music reserves the right to collect and store items left in unoccupied practice rooms. A room will be deemed unoccupied if its overhead light is off. Unclaimed items will be held in the Scheduling Office for 21 days, after which they will be discarded.
19. When inside the practice room area, users must follow the directions of School of Music staff and faculty at all times and present proper identification when asked.
20. Access to practice rooms is granted at the discretion of the School of Music. The School of Music maintains the right to deny practice room access if deemed necessary. Users may be held liable for damage caused by misuse, negligence, or criminal conduct.
21. Practice room policies and associated fees may change at any time without prior notification to current users.
22. For the purposes of this document, only the Office of the Director and Production Office represent the School of Music, and only those offices may grant exceptions to these terms and conditions.

Violations and Misuse

Except where otherwise indicated, violations of this policy and other misuses of practice room facilities will be documented, and users will face the following disciplinary actions:

First Offense – A verbal warning will be given and violator may be asked to leave the practice room area for the remainder of the day.

Second Offense – Access to the practice room area will be suspended for a period of one week.

Third Offense – Access to the practice room area will be suspended for the remainder of the semester (or summer). This suspension will carry over to the following semester if enacted within six weeks from the end of the current semester.

Note: Users found teaching lessons or other instruction not officially sanctioned by the School of Music face immediate disciplinary action equivalent to a third offense regardless of the number of prior offenses.

Primary Contact's Signature _____ Date _____

By signing this form, you agree to abide by the terms, conditions, and disciplinary actions listed above.

Student Group Membership List

[illegible]