

School of Music Building Policies

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Access to Offices & Studios

Under no circumstances will faculty or students be given access to faculty studios or staff offices without prior written permission to the Facilities Coordinator from the office occupant, the Dean, or Associate Dean.

Building Usage for Non-University Events

Building usage fees have been established and will be assessed to qualified individuals and groups. Guidelines include timelines, deposits, and insurance details. Please contact the Facilities Coordinator for specific details.

Chairs & Music Stands

Chairs and music stands in Comstock Hall and the Virtual Room (248) are **never** to be removed. Chairs, equipment, and stands removed from other rooms in the building should be replaced immediately following use.

Classrooms

As a courtesy, markerboards and chalkboards should always be erased after class so that the next instructor has clean boards to work with. If furniture is rearranged, likewise it should be returned to the original arrangement before vacating the classroom.

Copying

The photocopier in the Dean's Office is not available for faculty or GTA use for copying projects exceeding 100 pages total. These jobs may be taken to the photocopier in Room 253. Use of the Dean's Office photocopier is restricted to business hours.

Copyright is important! Please familiarize yourself with issues related to fair use of copyrighted material and copyright infringement. Two useful resources:

<http://www.louisville.edu/~ddking01/copyresc.htm>

<http://menc.org/information/copyright/copyr.html>

Dean's Office, After-Hours Use

Access to the Dean's Office is limited to the regular business hours of 8AM to 5PM, Monday through Friday. At other times, faculty may check or leave mail only when accompanied by a building guard. Use of the Dean's Office photocopier is restricted to business hours.

Equipment/Instrument Loan

Equipment and instruments belonging to the School of Music are typically not available for loan. Special requests to do so must be approved by the Facilities Coordinator and the Dean.

Event Calendar

The web **Calendar of Events** may be viewed at <http://music.louisville.edu>. Then select "All Events".

Guest Performers

One faculty member from the area sponsoring or hosting an event must be present for all guest performances and responsible for all details. When a tentative date is booked the faculty member must pick up a guest artist contract from Unit Business Manager to be signed by the performer. The date will remain tentative (not placed on event calendar web page) until the signed contract is received, which must be at least one month prior to the event.

Hours

In-Session Hours

Mon-Thurs: 7am-11pm
Fri: 7am-9pm
Sat: 9am-6pm
Sun: 1-11pm

Out-of-Session Hours

Mon-Fri: 7am-9pm
Sat: 9am-5pm
Sun: 1-5pm

Special building hours may be arranged with the Facilities Coordinator. Charges will be assessed for non-University events requiring special hours. In some cases, the sponsoring faculty member requesting the special hours will be responsible for acting as guard and locking the facility.

Keys

Key requests should be made in writing or by email to the Facilities Coordinator with reasonable notice of need. For cabinet and desk keys, please include the number on the lock, as there is no record of cabinets and desks in every office. Under no circumstances should outside door keys be given or loaned to students. Fines for lost keys for faculty/staff/students are as follows: \$50 for lost master key, \$25 for building key (outside door), \$10 for all room keys.

Lab Usage

Entrance to labs is allowed only during posted lab hours and with an attendant present. Food and drink are not allowed in the labs.

Maintenance

All maintenance requests are to be directed to the Facilities Coordinator, preferably by email or voicemail with a detailed description of the problem and exact location. In case of emergency if she is unavailable (flooding, overflowing commode, etc.), please phone Work Control (6241) to report the situation. After regular business hours, report the emergency to the Department of Public Safety (6111).

Pianos

Pianos are never to be moved out of a room without prior permission from the Piano Technician, and they are never to leave the facility. Please close and cover all recital hall, classroom, & rehearsal room pianos after use.

Programs

Ample advance notice for the preparation of programs and publicity for events is crucial to the staff member responsible for this work. Normally copy must be submitted three weeks, and in no case later than two weeks, prior to the event. Copy received on short notice will be given lower priority, and there can be no guarantee of printing by the Dean's Office. Programs and program notes must be submitted either by email or on disk.

Recital Halls

Absolutely no food or drink is allowed in the recital halls. If you use the organ or allow someone to do so, it is YOUR responsibility to make sure it is turned off when you or they are finished. Failure to do this creates a fire hazard and/or potential damage to the organ.

Recital Needs

ALL recital needs, **including piano tuning requests**, must be directed to the Facilities Coordinator at the time of booking on the appropriate form, but no later than three weeks prior to the event.

Scheduling

- **R25**, the University-wide scheduling software, is now in place. Availability of any room in the entire University may be viewed at <http://resource25.louisville.edu>. You may also request a room online and your request will be routed to the scheduler for that building. To use this feature, however, you must first set up a user ID and password. For assistance with R25 please contact the Facilities Coordinator.
- Events for the following academic year may not be scheduled until after the annual event-scheduling meeting of ensemble directors has taken place and the draft approved.
- After ensemble schedules are confirmed and approved, the schedule is opened to faculty who have precedence until school begins. In this regard, collegiate faculty will be given precedence over Preparatory Department faculty.
- Non-UofL events may no longer be scheduled until school begins, with the exception of the Louisville Orchestra, Speed Series, and other large annual events.
- Only required student recitals may be booked during the first four weeks of school.
- Student rehearsals and practices may not be scheduled more than two weeks in advance.
- Student practice in the recital halls is for scheduled recital preparation only. Students are allowed up to three hours in Comstock Hall or Bird Hall for student recital rehearsals.
- Non-student related concerts may not be scheduled in either recital hall the last month of each semester, as this time frame is reserved for student recitals.

Security Issues

Lights should be turned off and the door deadbolted when exiting a room, especially recital halls. Please be aware that a simple swipe of a credit card can open an unbolted door. When entering the building after hours, never prop the main doors open for any reason. Please do not allow individuals unescorted by a faculty member into the building after hours. No building alarm should ever be disabled. At all times, if there is anything that simply doesn't feel right in the building or causes you to be suspicious, trust your instincts and call the Department of Public Safety at 6111.

Escort Service

When walking on campus during the evening hours, you are encouraged to walk with another person and to use well-lighted and well-traveled routes. The DPS Escort Service is available seven days a week from dusk till dawn. The service is provided free of charge to members of the university community and may be obtained by calling 6111. Be prepared to state your name and location, and an officer will be dispatched to meet you.

Tips for Working on Campus After Hours

1. Upon entering a locked building, make certain the door closes and locks behind you.
2. If your office door is supposed to be locked and is not, do not enter. Go to a phone elsewhere in the building and call DPS at 6111 immediately. Most buildings are equipped with house phones which can be used for this purpose.
3. After entering, lock your office door behind you.
4. Use sufficient internal lighting to illuminate your workplace and internal building pathways.
5. If you leave your office or workstation to use the restroom, remember to lock the office door behind you. Do not enter a dark restroom.

Signage

Signs, flyers, notices, etc., may not be posted with tape on any building walls, glass, elevators, or doors. Bulletin boards and clear plastic holders are provided throughout the building for posting notices.

Surplus

Requests for items to be removed from an office should be emailed to the Facilities Coordinator, including the UofL tag ID# and/or serial number, item description, and room number. Items should never be placed in hallways as this creates a fire hazard.

Visitor Parking Guidelines

The Information Centers and Parking Office request that all university personnel schedule parking reservations for guests. Reservations enable us to provide the best service to all visitors and control traffic issues and, when made in advance, help to provide convenient parking for your guests. NOTE: Visitors will be allowed to park **only five times per semester**. Arrangements for additional parking may be obtained by contacting Laura Lutts, Special Events Coordinator in parking office, ext. 7803. Parking reservations for less than three hours and up to two vehicles can be made via e-mail to Chris Davis, ccd@louisville.edu, and should be made at least one week in advance. Reservations for more than three hours and more than two vehicles can be made through the Parking Office by contacting Laura Lutts, lalutt01@louisville.edu. The Parking Office can provide maps and parking permits for large groups. All reservations should be made two weeks in advance. Observing this policy will help our visitors avoid embarrassing and frustrating situations.

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