

## Practice Room Guidelines

- After posted building hours, access to practice rooms is via authorized Cardinal Card at the card reader on the south wing entry doors. Only music majors with a valid Cardinal Card will be granted entry. **Persons authorized to be in the building will have their own card, so for your own security, do not admit others without a card.**
- **Practice rooms have locks on the inside of the door, and you are encouraged to make use of them.** If there is a security problem or alert and if secure exit of the building is not possible, lock the door and stay away from the window in the door until safe to exit.
- If security is a concern, panic alarms are located in the practice room area on each floor. You may also use cell phones to call **University Police at 852- 6111**. If calling the police, give your exact location (such as “School of Music, south building practice room, second floor, room 287”).
- **Do not leave any valuables in unattended practice rooms at any time.**
- **Do not eat in practice rooms.**
- **Drinks are limited to bottled water. Place bottles on the floor, not on pianos.**
- Vacate the practice room entirely if you need to be absent for more than a short break (5-10 minutes). Leaving equipment in a room and then going to class is definitely not OK!
- Practice rooms with a window have limiters on the distance that windows will open. Please do not force the window open further than the limiter will allow, and **always close the window and turn off the lights when finished in the room.**
- **Carry trash out of the room and place in waste cans on each floor.**
- **All practice room windows must be kept closed between 10 PM and 8 AM to respect nearby dormitory quiet / study hours.**
- **Acoustic pianos that need repair or tuning** should be reported to the piano technician in room LL32 in the north building (852-5544) or to the building manager in 150B (852-4194).