

Scheduling & Practice Policy

*Due to the expansion of practice rooms at Manhattan School of Music, this policy may be revisited and revised. Please check back in the future for updates to the policy.

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1) General

The Scheduling Department (ext. 4479) (scheduling@lists.msmnyc.edu)

Manhattan School of Music provides practice space to registered students in good standing. This policy provides 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.

2) Scheduling Office Location and Hours

The Scheduling Office is located on the fourth floor of the Main Building in Room 407. Practice rooms are signed out online and in Room 407.

The Scheduling Office is open from 9:30am to 5:30pm, Monday through Friday.

3) General Practice Room and Classroom Rules and Policies

- The hours that practice rooms and classrooms may be reserved are as follows:

Sunday through Friday and non-Precollege Saturdays:

7:00am to 9:00am: first-come, first-served

9:00am to 11:30pm: by reservation

Precollege Saturdays

6:00pm to 11:30pm: by reservation

- Practice space availability is subject to change during holidays, intercessions, audition periods, jury week and at other times as posted.
- All students (both resident and non-resident) are encouraged to use the online system as the principal method of reserving practice space (available at <http://scheduling.msmnyc.edu/>). Practice rooms can be reserved up to a day in advance, both for the Main Building and Andersen Residence Hall using this system.

- Students can also come to the Scheduling Office between 9:30am and 5:30pm to reserve a room for the current day and/or the next day only. Reservations cannot be made over the phone or by email.
- Every student is allowed to reserve up to 2 hours online within any given 24-hour period of time. Piano and jazz students may reserve up to 3 hours daily in designated piano and jazz rooms, given the limited number of rooms in this category.

**If a student books his or her allotted 2 or 3 hours of practice, he or she can come to the Scheduling Office the next day and add to their allotted practice hours if space is available. This means that a total of 4-6 hours per day of practice is possible, depending on the student's major. In addition to "practice hours", it is also possible to schedule chamber and other group rehearsals when available and appropriate.*

- 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. Groups reserving practice rooms in Andersen Hall must submit names of all members at the time of scheduling. Any non-resident members not listed, will not be allowed to enter Andersen Hall.
- 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. Jazz students are able to reserve jazz jam classrooms online up to 7 days in advance. All non-jazz students can reserve classrooms one day in advance by coming to the Scheduling Office.
- Students practicing in both the Main Building or Andersen Hall will be given a Reservation Confirmation email, which must be readily available as proof of reservation.
- **Any room left unoccupied becomes immediately available to another student for practice.** A student who has a room reserved may claim that room at any time, within their reservation period, by providing their Reservation Confirmation and ID card upon entering the room. Leaving one's instrument, ID, and/or belongings in the room will not hold the room or be considered "occupied."
 - Students must display their ID card in the window of the practice room. For Non-resident students on the second floor of Andersen Hall, in place of their ID they must have their Reservation Confirmation readily available to retain their room. (See below)
 - If one student has a Reservation Confirmation and a second student cannot provide a Reservation Confirmation, the student without a Reservation Confirmation must vacate the room.
 - If neither student has a Reservation Confirmation then the room is first come first served.
 - If both students have a Reservation Confirmation then the students should look for "status: Not Available" to indicate that one Reservation Confirmation is invalid. If this cannot be located then both students should come to the Scheduling Office.
- Designated piano priority practice rooms may be used by any student if they are unoccupied.
- Students may be required to relinquish an unreserved practice room to Piano Technicians or Facilities workers for maintenance or to faculty for lessons.
- 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 Engagement and Residence Life offices.
- Students are expected to be respectful of other students and staff, and to abide by all policies and report issues of concern to the Scheduling Office immediately.

- Practice facilities and instruments must be treated with care. Pianos are not to be moved. Only music may be placed on the pianos. Problems with pianos should be reported in the piano tech log book at either security desk.
- **Practice rooms are for practicing only.** Students are not allowed to teach in the practice rooms or classrooms. Students found using rooms for purposes other than practice will be documented and sanctioned. Sanctions could range from warnings 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.
- 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.
- 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.
- 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 required to notify the Scheduling Office at least three hours in advance of any practice space cancellation. Students may do so by email at scheduling@lists.msmnyc.edu or by visiting the Scheduling Office. Practice room usage is carefully monitored; students who fail to notify the Scheduling Office of practice space cancellation may lose practice room privileges.
- Violators of the above stated policies will be referred to the Dean of Students, a Dean of Faculty, or judicial administrator for appropriate sanctions.

4) Andersen Hall Practice Room Policies (for Residents)

- Second floor – spaces may be reserved for use every day between 9:00am – 10:30pm. These rooms are also open on a first-come, first-served basis 24 hours a day for resident students only.
- Residential floors (7 – 14) – practice spaces are open on a first-come, first-served basis to resident students only between 10:00am – 10:30pm every day. No room reservations are accepted for these spaces. These rooms are closed from 10:30pm – 10:00am each day.
- Resident students can use practice rooms in Andersen Hall (on any floor) that do not appear in use at any time but must forfeit the room if a student with a reservation claims it.

5) Andersen Hall Practice Room Policies (for Non-Residents)

- Second floor – spaces may be reserved for use every day between 9:00am – 10:30pm.
- Non-resident students who have reserved a practice room on the second floor must show their Reservation Confirmation, sign in, and leave their ID card with the security guard in the lobby.
- Non-resident students may also be signed in as a guest of an Andersen Hall resident and can use practice rooms on residential floors as long as they are accompanied by the resident of Andersen who signed them in.
- At the end of their scheduled practice time, non-residents will sign out at the Andersen security desk and retrieve their ID within 15 minutes of the end of their scheduled practice time.