

# CONSERVATORY FACILITIES

UPDATED 8/8/2025

## **Use of Facilities**

The facilities of the Conservatory are for academic training. Use of the facilities for any other purpose requires the permission of the Dean or an Associate Dean.

Faculty, Administration and Professional Staff, or OCOPE employees are not authorized under any circumstances to lend students their keys to rooms or buildings in the Conservatory complex unless authorized by the Dean or an Associate Dean. The unauthorized possession of a key to a college building is forbidden.

The right to hold a key is not transferable and in no case should a key be loaned or duplicated. Keys should be returned promptly to Facilities Operations when the holder's duties no longer require access to the office or building. Loss of keys should be reported at once to the Facilities Operations and may incur a fine.

Scheduling of classrooms, rehearsal rooms, concert halls, and lounges must be done in advance through the Conservatory's Concert Production Office, Bibbins Hall 125.

## **Robertson and Kohl Practice Facilities**

Most practice rooms are not assigned. When an unassigned practice room is unoccupied, any Conservatory or College student may elect to use the room for practice.

Food and drink is not permitted in Conservatory practice rooms, classrooms, or concert halls. Please dispose of any food or drink containers in the hallway trash receptacles before entering a practice room. The only exception to this rule is that students may bring a closed bottle of water into their practice room.

Students may leave a practice room for a reasonable amount of time, up to 15 minutes, and still return to using the same room. If a room is left unoccupied for more than 15

minutes, another student is allowed to claim that practice room. Please do not leave your backpack, instrument, sheet music, and/or other items in an unoccupied practice room at any time.

Pianos may not be moved to another position in the practice rooms. Aside from sheet music and a metronome on the music rack, nothing should be placed on top of the practice room pianos. If there's an issue with a piano, please fill out the keyboard technology request form (<http://bit.ly/oberlinkeyboardtech>) so that a keyboard technician can address it.

For safety reasons, all practice rooms must have a clear and unobstructed view into the room at all times. Practice room windows should not be covered under any circumstances.

Certain practice rooms are assigned, as follows:

1. Conservatory students majoring in double bass, harp, or percussion instruments are assigned practice rooms at the discretion of the Associate Dean. Non-majors will only be granted instrument storage on a space available basis and must be registered for private study or actively involved in a conservatory ensemble.
2. Students studying organ, harpsichord, or fortepiano are assigned keys to the appropriate practice rooms;
3. Students studying tuba will store their instruments in the assigned tuba storage room in Robertson.

Practice rooms that have been assigned to an individual or a group may be used only for practicing and related instrument storage. The room may not be loaned to another student. Use of practice rooms for summer storage of personal items is strictly prohibited.

Students who find themselves locked out of rooms (and unable to access their belongings) will be required to contact Campus Safety (440-775-8444) to unlock the door.

Students who repeatedly disregard practice room guidelines will be subject to sanctions, up to and including the loss of scheduling privileges through Conservatory Concert Production (for reservations not tied to degree requirements) and/or referral through the Student Conduct system.

### **Building Hours and Security**

The buildings in the conservatory complex are open daily to students during the school year from 7:00 a.m. to midnight. During breaks and other vacation periods, building hours are subject to change.

Students found in the conservatory complex without authorization when the buildings are closed will be subject to disciplinary proceedings.

All doors to the Conservatory are locked and swipe accessible to all OCID holders during the building hours outlined above with the following exceptions:

1. Conservatory visitors are asked to enter the Conservatory through unlocked doors located at the Bibbins Hall's east entrance (off College Place, across from the former Oberlin College Bookstore) or the Conservatory Lounge's west entrance (off S. Professor St., adjacent to the Conservatory Pond). All other entrances will be closed to the public.

Faculty, staff, and students are not permitted to prop open any exterior doors to the Conservatory under any circumstances.

In the event of an emergency, please contact Oberlin's Office of Campus Safety at 440.775.8444.

The College does not carry insurance on personal property (e.g. books, computers, audio equipment, musical instruments, etc.) and, thus, does not assume responsibility for its protection or safety. Students are urged to review the terms of their personal insurance policies to ascertain whether losses to their personal property would be covered.

## **Smoking Policy and Fire Regulations**

As of July 1, 2016 Oberlin College and Conservatory is a tobacco-free campus. Smoking is not permitted in or around the Conservatory complex at any time. Tobacco products are only permitted for use in Tappan Square, except during public events.

Any open flame or burning of any material, such as candles, incense, etc. is strictly prohibited in the Conservatory complex.

No tables, chairs, stands, instruments, instrument cases, carts, etc., may be left unattended blocking doors, traffic in hallways, or anywhere else in the Conservatory complex.

## **Instrument Loan Policy**

The Conservatory provides instruments for a variety of student uses, including private study, class, lessons, and special performances. This document outlines procedures for student use of Conservatory-owned instruments.

### *Student Financial Obligation*

All instrument loans are made with the understanding that damage to a Conservatory instrument beyond normal wear will result in the Conservatory taking action to recover costs associated with restoring that instrument to its previous condition. Students will be charged to replace broken bows, lost mouthpieces, or for any unusual damage.

Term bill debits and/or holds on transcripts are possible courses of action when students returning instruments in unsatisfactory condition do not make financial restitution. The Instrument Loan Agreement can be found at the following link:

<http://bit.ly/OberlinInstrumentSignOutForm>

### *Loan*

This section applies to instruments loaned to students for secondary study, class, or ensemble use.

1. Instruments normally not owned by students, for instance contrabassoon, will be loaned to Conservatory students for private lessons and in order to meet

instrumentation needs in ensembles. This would include ensembles with unique instrument requirements, such as the Baroque Ensembles, except in cases where the instrument is the principal instrument of the student.

2. Specialized instrument collections are under the direct supervision of the major faculty member in that area. In general, they are only available to students enrolled in a class or ensemble that requires access to those specialized instruments.
3. Instruments are available to college students enrolled in classes, ensembles, and secondary lessons that require their use. These instruments can be checked out from the Conservatory Audio office in Robertson 129 or by calling x58272.

### *Storage*

Unless other arrangements are made with a faculty member and/or the Associate Dean for Artistic Administration and Operations, students are expected to store instruments in the room or locker provided for that instrument.

### *Insurance*

Students using instruments loaned or rented by the Conservatory will be held liable in the event of damage to that instrument beyond what is considered normal wear and tear. Therefore, it is highly recommended that students obtain insurance sufficient to cover the replacement cost of the instrument. Students will be charged to replace broken bows, lost mouthpieces, or for any unusual damage.

### *Use of Conservatory Instruments/Equipment Off-Campus*

Conservatory instruments may be loaned to faculty members and students for events off-campus. Please discuss such loans with the Associate Dean for Artistic Administration and Operations well in advance of the event. Insurance regulations require that the Conservatory know the location of all instruments on loan and the individual responsible for that instrument.

### **Facilities and Office Equipment**

To place a service request related to facilities issues, e.g., office temperature, lights needed to be replaced, custodial requests, etc., please contact Julie Baker (x56633,

jbaker@oberlin.edu), Kaylee Mayer (x58272, kmayer@oberlin.edu), or the Office of the Dean (x58200).

The Associate Dean for Artistic Administration and Operations in consultation with the Dean of the Conservatory makes the assignment of studios, offices and other spaces in the Conservatory; all requests for changes in these assignments must be made in writing to the Associate Dean for Artistic Administration and Operations.

### **Audio and Video Equipment**

Questions or problems regarding audio and video equipment in faculty studios, classrooms, offices, and other spaces should be reported to Dave Bechtel, A/V Equipment Technician (x58075).