POLICIES FOR CONSERVATORY OF MUSIC

A. Use of Facilities

1. 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.

2. Professors or Administration and Professional Staff 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.

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

4. Students are required to show their Oberlin College ID (OCID) when asked to do so by any Oberlin College official.

B. Robertson Practice Facilities

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

2. 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.

3. Students may leave a practice room for a reasonable amount of time, up to 10 minutes, and still return to using the same room. If a room is left unoccupied for more than 10 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.

4. 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.

5. 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.

6. Certain practice rooms are assigned, as follows:
   a. 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.

b. Students studying organ, harpsichord, or fortepiano are assigned keys to the appropriate practice rooms;

c. Students studying tuba will store their instruments in the assigned tuba storage room in Robertson.

7. 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.

C. Student Teaching

1. Students authorized to give private instruction under the Secondary Lesson Program may give this instruction in the practice rooms of Robertson. They must charge the teaching rate set by the Dean for such teaching, which may not be exceeded. This rate is published in the Catalog each year and the rate is quoted to persons who inquire about non-credit lessons.

2. Students not in the Secondary Lesson Program who wish to give private instruction may do so at this or any other rate; They may not, however, use conservatory facilities for this instruction.

D. Equipment and Instruments

1. Conservatory-owned equipment may not be removed from the Conservatory complex without authorization from the Associate Dean. This includes chairs and stands.

2. Student-owned instruments left unattended in practice rooms or elsewhere in the Conservatory may be secured and the student notified of this action. Students are reminded that Oberlin College assumes no liability for damage or loss of a student’s property on Oberlin College property. Students are urged to obtain their own insurance coverage for their instruments and personal property. For information on obtaining instrument insurance contact Associate Dean Michael Straus at 440.775.8099. Instrument lockers are assigned, as available, through the Conservatory’s Concert Production Office, Bibbins Hall 125.

3. Any special use of conservatory instruments must be explicitly authorized by the appropriate conservatory staff member. These staff members are:

   a. John Cavanaugh, Executive Director of Keyboard Technology, 440.775.8275.

   b. Michael Straus, Associate Dean, 440.775.8099.
4. No faculty, staff member, or student is permitted to regulate, tune (keyboard instruments), or repair any conservatory-owned instrument unless authorized to do so by a conservatory technician or by Associate Dean Michael Straus.

5. Any use of pianos for compositions requiring direct manipulation of strings, hammers, dampers or the instrument action is forbidden without authorization each time by the director of keyboard technology with a single exception:
   a. Certain pianos in Robertson may be used as prepared pianos without further authorization. Upon request, John Cavanaugh will arrange for these rooms to be locked and reserved for individual use for a short period when an extensive preparation is contemplated.

E. Building Security

1. 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.

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

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

4. Students are not permitted to prop open any exterior doors to the Conservatory under any circumstances.

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

F. Fire Regulations

1. Smoking is not permitted in or around the Conservatory complex at any time.

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

3. 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.
G. Miscellaneous

1. Lights in concert halls, large rehearsal rooms, classrooms, practice rooms, and other rooms in the Conservatory complex are to be turned off when a room is not in use.

2. Music stands, tables, and chairs borrowed from a room must be returned when finished. Music stands may not be taken from one building in the conservatory complex to another, nor may they be removed from the Conservatory complex without authorization from Associate Dean Michael Straus.

3. Persons using concert halls, rehearsal halls, or classrooms are expected to return the equipment in the room to its proper location when finished. Instruments and equipment moved into a concert hall for a performance must be returned to their regular storage area when the concert is over unless advanced permission is obtained from the Concert Production Office.

4. Students and faculty members must not move, connect, or disconnect audio equipment in classrooms, rehearsal rooms, or concert halls. The Conservatory Audio Department should be contacted at 440.775.8272 to send someone to move, connect, or disconnect equipment.

5. Signs, notices, and posters may be placed only on public use bulletin boards. They are not to be placed on walls, doors, or windows.

6. Any violation of any of the Conservatory facilities’ rules and regulations outlined in the “Policies for Conservatory of Music” may result in a fine of $50 per occurrence, billed to the student account. Repeat offenses will result in additional fines, loss of privileges, and the appropriate judicial proceedings.