

General Guidelines for All Practice Rooms

Building Hours:

8 The Fenway, 7:00 a.m.–2:00 a.m.

1108 Boylston, 7:00 a.m.–12:00 a.m.

Building hours are subject to change and will be clearly posted.

- Any person displaying a current Conservatory ID or Alumni ID may use unlocked practice rooms for personal practice.
- Staff, practice room monitors, or security officers may ask you to produce your ID card at any time. No unauthorized access is allowed.
- General access to rooms at 1108 Boylston St. will be granted via access cards from the Registrar's Office. *Students who do not require a piano are encouraged to use the practice spaces at 1108 Boylston St.*
- **The ten minute rule:** If a room is vacated or empty for more than ten minutes, the room becomes available to whomever is present. If a student is more than ten minutes late to their reservation, they lose their reservation. In the case of a faculty member, the room may be used until the faculty member returns but must then be relinquished when the faculty member arrives.
- Students are not permitted to use Conservatory rooms to conduct private teaching.
- Students are strongly discouraged from leaving personal belongings in practice rooms.
- The City of Boston's Noise Ordinance requires that all windows be closed during practice between the hours of 11:00 p.m.–8:00 a.m.

Unlocked Practice Rooms and Classrooms

- Unlocked practice rooms are available on a first-come, first-served basis.
- Open classrooms may be reserved through the Registrar's office for personal practice when they are not being used for classes, rehearsals, or recitals. In accordance with the ten minute rule, unreserved open classrooms may be used on a first-come, first-served basis.

Locked Practice Rooms

*For Current Conservatory Students and Faculty Only *** No Alumni Practice*

The following practice rooms are locked: 222, 223, 309 (3A), 311 (3B), 331, 332, 404 (4B), 407 (4A) 440, 450, 517 (5A) and 518 (5B). These rooms (known as “studios”) are available for student practice when they are not being used by Music Division faculty for applied teaching. These rooms may be reserved for student practice when not in use according to the procedure described below.

All students must adhere to the following procedures in order to use locked studios:

- After hours, the security guards at the front desk will distribute keys to unreserved studios. In studios not previously reserved, students may have to relinquish the room after two hours if another eligible person requests the key, provided there is no alternative space available.
- Sign in by exchanging your Student ID for the studio key at the Campus Security Desk. Print and sign your name in the log. Only your Boston Conservatory ID is acceptable, and you must take it to the desk yourself. Any studio not currently reserved may be used for personal practice. By signing out a key you agree to follow all practice room policies.
- Close all windows and piano lids, lock the door, and return the key to the desk in order to obtain your ID when you have finished practicing. Keys not returned after the building has closed will be considered lost, and a violation will be documented.
- Giving the key to anyone else, leaving the room for long periods of time, and leaving the building with a key are not permitted.
- The Music Education Lab (B7) and the Studio Theater (B5) are not practice rooms and will not be unlocked by Security unless directed to do so by the Bursar’s Office, the Music Division Office, or the Theater Division Office.

Reservation Procedure:

Practice needs at the Conservatory may be met by using both reserved and unreserved time. Pianists may make advance reservations for up to 3 hours per day, and all other instrumentalists may reserve up to 2 hours per day. These reservations can be made within one day in advance. Established chamber groups enrolled in chamber music may reserve one two-hour block per week for the entire semester. In addition to this regular rehearsal/coaching time, chamber music groups may reserve up to two hours per week, within one week in advance, for a total of four hours of reserved time per week. Chamber groups that do not require a piano will be booked in grand-piano studios only if there is no other space available.

To reserve a locked practice room or an unlocked classroom, see the Scheduling Coordinator in the Registrar’s Office. Available rooms will be assigned on a first-come, first-served basis.

Piano Priority:

Every attempt will be made to accommodate piano majors. Preference is given to piano majors with respect to reserving all rooms with grand pianos. Non-piano students not rehearsing with accompanists may only reserve grand piano studios when no other space is available for the time they are requesting. All the same, pianists are expected to participate in the reservation process, and a pianist may not ask another student to leave a room unless that pianist has made a reservation for the room/time in use.

Locked Pianos:

Locked pianos (Sully Hall, Concert Room, etc.) will only be unlocked if a reservation is made in advance through the Registrar's Office. Special permission to use locked pianos may also be granted by the Music Division or the Bursar's Office (for rentals).

Piano Care and Room Condition:

It is extremely important that all students keep the pianos in the practice rooms and performance venues in their best possible playing condition. *Most importantly, never place any food or drink on, in, or next to the piano.* Care should also be taken not to sit on, stand on, or deface any of the instruments. In short, use common sense. No food or drink (except water) is permitted in classrooms and concert halls. Water bottles must be kept tightly closed. All windows and piano lids must be closed when leaving any room.

Faculty:

Faculty members are subject to the same reservation system as students. Faculty may reserve as many hours as necessary on a given day, as far in advance as logistically possible. Students are not required to relinquish rooms for faculty members who have not made prior reservations. Security is not required to expel any person with a reservation in favor of someone without. Faculty without a reservation may ask a student to relinquish a room, provided there is no other space available, but the student reserves the right to refuse. Faculty members are strongly encouraged to notify the Scheduling Coordinator when they will not be using a standing reservation. Students may not use a room previously reserved by a faculty member unless their name has been added to the reservation. From time to time, the Office of the Registrar may make exceptions to this rule, and in such cases they will notify security.

Violations—Students:

Any violations to these policies, including but not limited to: vandalism, instrument damage, unauthorized access, and failure to return a Conservatory key, will be documented and result in the following disciplinary actions:

- First Offense: Fine of \$25 posted to student account. No access to locked practice rooms until the fine is paid.
- Second Offense: Fine of \$50 posted to student account. No access to locked practice rooms until the fine is paid.
- Third Offense: No access to locked practice rooms for the remainder of the current semester. If past mid-term, the ban will remain in effect through the end of the following semester.
- Further Offenses: Referred to the Judicial Board for disciplinary action.

Violations—Alumni:

Alumni violations of this policy will be dealt with immediately and accordingly by the Office of Alumni Affairs.