PART FOUR (IV):
FACILITIES AND EQUIPMENT USE
UNDERGRADUATE AND GRADUATE

WASHINGTON STATE UNIVERSITY
SCHOOL OF MUSIC

POLICIES AND PROCEDURES
PART IV - FACILITIES AND EQUIPMENT USE

BUILDING HOURS - Kimbrough Hall

MONDAY-FRIDAY  7:00 a.m. - 11:00 p.m.
SATURDAY     8:00 a.m. - 10:30 p.m.
SUNDAY       9:00 a.m. - 10:00 p.m.
HOLIDAYS     CLOSED, unless posted otherwise

Students in the building at other times are in violation of campus security.

PIANO LAB, KIMBROUGH 452

Policies in this section are in transition.  Fees for use of computer stations are currently not being charged.  Details and changes to this policy will be posted.

The electronic music lab is available for classroom training in digital synthesis, MIDI sequencing, computer music notation, computer set analysis, and theory drills in dictation (rhythmic, melodic, and harmonic).  The lab also is used for class piano instruction.  The computer workstations serve all music students who have received proper instruction in operation of the lab and the software to be used; this generally includes students currently and previously enrolled in music theory 251-254 and 351-354.

The lab will be open during posted hours, supervised by a lab monitor.

Guidelines for Electronic Lab

1.  All synthesis, computer, and recording equipment is to be used exclusively in the electronic lab, and not removed for any purpose.

2.  The computer is not to be used for word processing.

3.  The lab will be monitored by personnel assigned by the Director.  All questions concerning eligibility to use the facility will be directed to the Director.

4.  No food or drink is allowed in the lab.

5.  STUDENTS MAY NOT ADMIT UNAUTHORIZED PERSONNEL.

6.  Grounds for revocation of use privileges:  non-compliance with the regulations, overdriving the speakers, admitting unauthorized personnel, and any generally unreasonable behavior as determined by the designated facility monitor.

7.  Further regulations may be instituted as necessary by Director of the School of Music.
RECORDING STUDIO

Use of the Recording Studio is regulated by the Recording Studio Engineer. Application forms are available in the Music Office for use of the studio.

INSTRUMENT CHECK-OUT PROCEDURES

To check out an instrument, students should go to Room 52 in Kimbrough and fill out both sides of a Department Locker and Instrument Issue Card (signature from the studio teacher is required). Following completion of the issue card, the student will be required to fill out the Instrumental User Agreement before receiving an instrument and locker key. Instruments are issued on a semester basis only. Re-issuing of instruments for Spring semester must be done in writing. See page IV-7 concerning instrument use fee.

STATE-OWNED INSTRUMENTS

Instruments are issued on a semester basis only and are restricted to students enrolled in a performance group, methods class, or for lessons. Except for Marching Band and methods class use, or if waived by School's Director, a fee is assessed per instrument each semester to cover the costs of routine maintenance. This fee is charged through Student Accounts as follows:

- up to 2 weeks use: no fee
- for semester use: $10.00

Time of use each semester is determined on an accumulative basis. The user is fully responsible for reimbursement to the School of Music for additional costs associated with the loss or damage of instruments and cases beyond "normal wear and tear" covered by the above fee.

State law (Business Policies & Procedures Manual, 90.50.1) prohibits the Director of the School of Music from authorizing the loan of State inventory to an individual for private use. Likewise, an individual is prohibited from using university inventory for private use or personal gain, e.g. State owned instruments are not to be used when the performer receives pay.

Harpsichord

The following policies govern the use of the harpsichord.

1. The harpsichords will be located in Kimbrough 348.

2. They are not to be removed from Kimbrough 348 without prior written approval of the Director of the School of Music. This approval must be communicated to the Piano Technician after the Performing Arts
Facilities Coordinator approval.

3. Movement of the harpsichord to Kimbrough Concert Hall, Bryan Hall Theatre, or to other locations within Kimbrough Hall must be supervised by the Piano Technician, Performing Arts Facilities Coordinator, or designees of either, qualified to supervise moving the instrument. Return of the harpsichord must be timely and be supervised similarly.

4. User must provide documentation of appropriate preparation for use of the instrument.

5. Any mechanical malfunctions are to be reported to the Piano Technician. Repairs or adjustments are not to be attempted by the user.

6. Any use of the harpsichords in Kimbrough 348 must be approved by the School of Music Director.

Any requests for exceptions as outlined above must be presented to the Director of the School of Music in writing.

Guidelines

All broken strings, sticking of jacks or couplers, failure to sound when key is pressed, or other similar malfunctions of the Harpsichord or Virginal should be reported to the Piano Technician immediately after their discovery. It is recommended that player's hands be clean and that the keyboards be wiped with a damp, but not wet cloth each time the instrument is used.

WSU MUSIC INSTRUMENT CARE AND STORAGE

1. Instruments, mouthpieces, lyres, etc. must be stored correctly.

2. Music, flip folders, charts, etc. are NOT to be stored between instruments and their cases.

3. Instruments should be cleaned at least once a month. Cleaning facilities are available in Kimbrough 52.

4. Instruments must be kept in their assigned lockers and are not to leave the building unless they are being used for class purposes.
INSTRUMENT RETURN PROCEDURES

1. All instruments must be returned no later than WEDNESDAY of finals week each semester. Failure to return instruments by the Wednesday deadline will result in a fine of no less than $15.00. Further failure to return instruments will result in the notification of the proper authorities.

2. Instruments are to be taken to the assigned TA for inspection during the check-in period at the close of each semester.

3. Instruments must be thoroughly cleaned before submission to assigned TA for inspection. Facilities are available in Kimbrough 52. A charge will be assessed if the instrument has not been cleaned before return. Damages found by the TA during the inspection will be noted and repairs made at the user's expense.

SEMESTER BREAK AND SUMMER USAGE OF INSTRUMENTS

Music majors who are taking private lessons during the academic year may sign out instruments for off-campus use during the summer or during semester breaks or vacations under the following conditions:

1. Written recommendation of the teacher is required.

2. Written agreement by directors of ensembles who might have need for the instrument, that it will not be needed for repair or school use during the summer or during semester breaks or vacation.

3. Written agreement by the student to return the instrument prior to the first day of next registration period after break or summer.

4. Presentation by the student of an insurance policy covering damage and loss of the instrument payable to the School of Music, Washington State University. The written policy must include a full description of the instrument complete with serial number and WSU inventory number. Written policy is due one week prior to the instrument leaving the building.

KEY POLICY

All persons issued keys to music facilities are fully responsible for the use of those keys. Keys are not to be loaned to others or duplicated. Irregularities regarding building and equipment security are to be reported to the Music main office. Improper use of keys will result in the loss of privilege.
A charge will be levied for lost or non-returned keys for the costs of replacing and/or rekeying the lock. (Business Policies and Procedures Manual 50.25.1, 2b).

Key issuance forms are available from the School of Music Administrative Manager. **Students may check out keys to specific practice rooms only with faculty approval.**

Teaching assistants may check out keys only to their offices and other rooms used regularly in carrying out assigned duties. Any exceptions must be approved by the Director of the School of Music.

**Keys to classrooms are not checked out overnight.** Go to the Music office to reserve the room for evening use (see Policy For Reserving Classrooms).

**LOCKER CHECK-OUT PROCEDURES**

Lockers are issued on a semester basis only. The fee for locker use is $5 a semester.

1. Students must be enrolled in a performance group and/or taking lessons to be eligible for locker use.

2. Go to the Instrument and Locker checkout room in Kimbrough 52 and fill out both sides of the WSU Music Locker and Instrument Issue card specifying instrument or sheet music locker.

3. After the completion of the card, the Instrument and Locker check-out officer will assign a locker. The student will provide the padlock for the locker and provide a key or the combination to the check-out officer.

4. The student is responsible for any damage occurring to the locker. The School of Music is not responsible for damage or loss of items stowed in program facilities.

5. Lockers for sheet music and for instruments are to be used for those purposes only.

**LOCKER RETURN PROCEDURES**

1. **Lockers must be cleared or re-issued at the close of each semester.** If not, a re-issue fee of $5.00 to $20.00 will be assessed.

2. Students wishing to retain the same locker for the spring semester must inform the check-out officer in writing before Wednesday of finals week. Lockers will be inspected to ascertain condition.
3. **Lockers** must be cleared and checked with the check-out officer in Kimbrough 52 before **WEDNESDAY** of finals week each semester. Renewal of lockers for the following semester or summer may be possible at that time.

**POLICY FOR RESERVING CLASSROOMS**

All scheduling of classrooms in Kimbrough Hall (except Kimbrough 101, Recording Studio Complex, and Kimbrough Concert Hall) for Monday through Friday, is handled by the Music Office. Rooms may not be scheduled for more than one week in advance except for regularly scheduled class times or approval of the Administrative Manager. Rooms are not to be scheduled to conflict with scheduled recitals or concerts.

Classrooms in Kimbrough Hall may be reserved through the Music Office by music faculty or majors for additional rehearsals of scheduled music ensembles after 5:00 p.m., **Monday through Friday**.

Weekend use of rehearsal and classrooms in Kimbrough must be scheduled in the main Music Office prior to the weekend and must be during Kemble Stout Listening Library hours; when necessary, keys will be checked out from, and must be returned to, the Music Library during Library hours.

The person reserving the space is responsible for returning all chairs and equipment to their original place, turning off lights and securing the doors.

**Kimbrough B42, B48, 115, 245, and 346 may not be scheduled by outside agencies.** Any exception must be reviewed by the Director of the School of Music.

**PRACTICE ROOMS**

Those using practice facilities are expected to treat equipment properly and report to the Music Office any equipment needing repair and/or receiving abuse. Students in violation of the following regulations relinquish their right to continued use.

**Regulations**

1. **Smoking, drinking, or eating is prohibited in practice rooms.**

2. Windows on doors are not to be covered.

3. First floor Kimbrough has 5 piano major practice rooms reserved for piano majors.

4. The Piano Lab, Kimbrough 452, is reserved for classes, lab projects, and piano practice.
5. Students must remove all personal belongings from the practice rooms upon departure.

PRIVATE TEACHING IN PRACTICE ROOMS

Private teaching is not permitted in WSU practice rooms, studios, or classrooms without written permission of the Director of the School of Music. Students officially teaching through the Piano Pedagogy Lab School are assumed to be approved via assignment by the Lab School Coordinator.