

## Music Department Room Policy

The Music Department has classrooms, offices and studio space in 3 buildings: Mandeville Center, Warren Lecture Hall and Humanities and Social Science.

The rooms that can be reserved when they are not in use as a classroom are:

Mandeville: 125, 127, B 143, B 146, B152, B 210, B 202

Warren: 2136, Studio B

H&SS: 1346

The General Practice Rooms in Mandeville Center have sign up sheets posted on their doors.

All other rooms have specific purposes and use of these rooms need to be arranged either through the Production Manager or the Production Coordinator.

### **Guidelines for reserving Department of Music Rooms:**

If you need a room for a scheduled class, this assignment happens through academic affairs in coordination with the registrar's office. The class schedule always takes precedent to any other room use request.

If you need a room for a meeting, rehearsal or lessons the quickest way to get this room is to use the intranet (<http://music-intranet.ucsd.edu>) and fill out the room request form, this will be forwarded to the Production Coordinator.

If you need a room for a concert or special event, or have a question please contact the Production Manager, Jenn Stauffer, Mandeville 115, [jstauffer@ucsd.edu](mailto:jstauffer@ucsd.edu).

*In Short:*

*For rooms for classes see Eileen*

*For general use see Gabe*

*For special needs see Jenn*

### **Guidelines for using Department of Music Rooms:**

The individual who reserves the room is responsible for the following guidelines:

- 1) Make sure the room and equipment inside is used appropriately.
- 2) Room is left set for classes.
- 3) Doors (including stereo cabinet) are closed and secure, and the lights are turned off at the end of the room use.

Failure to abide by these three requirements may result in loss of future use of Department of Music rooms.

<http://music-intranet.ucsd.edu/#forms>.