

## **Building Hours and Security**

1. Regular hours during the semester:
  - a) M-F: 7a .m.-11 p.m.
  - b) Weekends: 9 a.m. – 6 p.m.; Sunday: noon-11 p.m.
2. Closed on holidays, game days, and any day UGA is not in session (snow days, etc). Hours are modified during Spring Break, Summer sessions.
3. After-hours access: HHSOM faculty may recommend undergraduate students for keycard access to the music building when it is officially closed. The applied studio teacher is in the best position to judge the need for student access on an individual basis. It is of utmost importance that the student can be trusted to not allow unauthorized individuals to enter the building. For complete guidelines and form, go to KEYCARD: STUDENT ACCESS POLICY & FORM.
4. Keys: A fee of \$50 will be charged for lost keys. This applies to practice rooms, graduate offices, classrooms, or whatever has been signed out. No new keys will be issued to the person charged for a lost key until the fee has been paid. This applies equally to students, faculty, and staff. Please see the Office Manager for all inquiries about HHSOM keys.
5. For notes on Weekend scheduling, see SCHEDULING: Procedures for Weekend .