

ORCHESTRA REHEARSAL HALL – Room 140

DOORS AND SECURITY: All instructors or responsible parties must use a key to lock and unlock the outside doors. Before each class, the doors should be unlocked and at least the right door should have the lock down bar engaged. The doors must never be propped open. At the end of class, doors must be fully locked.

TABLES: Three folding tables should remain along the far north wall. One long table should remain near the south outside door and one along the west wall under the posters. If you need to move tables please return them to their designated position after your use.

STEREO CABINET: Locked and power turned off after use

PIANO: Closed and covered after use

CURTAINS: The curtains should be extended along the north and east wall. No equipment or instruments should ever be stored behind the curtains. No student should ever move or change the curtain configuration.

PERCUSSION EQUIPMENT: After large ensembles please arrange neatly all equipment in the northeast corner of the room. This will protect the equipment and will prevent its movement in preparation for other classes or events.

CHAIRS AND STANDS: There should be sufficient chairs and stands for all classes. Chair and stand racks must always be stored in the storage areas and never left out in the room.

FOOD AND BEVERAGE: Food and beverages are not permitted in the orchestra room. Bottled water is allowed.

TRASH AND ITEMS LEFT IN THE ROOM: Please help to make sure trash is placed in the proper receptacles. Any items left in the room will be assumed to be trash and will be discarded.

CATERING AND SPECIAL EVENTS: Any event approved will be required to return the room to its normal configuration. If food is served it will be required that a Physical Plant work order is filed so that the room can be mopped and all surfaces cleaned. Upholstered chairs should not be used and should be stacked and stored in the storage areas.