

Room Reservation Guidelines

Hodgson School of Music
The University of Georgia
7/28/2015

The following rooms are likely to be requested frequently, and have particular restrictions as listed:

Rehearsal spaces: 116 (Band room), 355 (Choral room), 140 (Orchestra room); these three spaces and the 2nd floor lobby are the only areas with linoleum floors, therefore in which food & drink are permitted.

Classrooms: 200, 210, 521; these are the three classrooms with grand pianos--- instrumental rehearsals are permitted; also appropriate for seminars and jury exams.
304, 308, 408, 410, 412; no instrumental rehearsal 8:00 a.m.-5:00 p.m.

Small ensemble rehearsal spaces: 211A, 211B, 212A, 212C

Conference rooms:

310, 461; preferable for seminars, meetings, and individual graduate exams.

361; available for meetings when 310 and 461 are not available.

Students requesting a room in the evening should file a request using the "Use of Space Guidelines" form. Submit to our Office Manager/Scheduler for approval by the Associate Director. Approval must be gained before keys may be checked out.

Regularly scheduled classes with set rooms and times listed in the Schedule of Classes take priority over other requests.

If a class is listed in the Schedule of Classes with no location, faculty need to consult the online calendar to find an available room, and then request the room reservation. A change in the listing in the Schedule of Classes may be requested.

Student room requests can only be made during the semester in which the reservation is desired.

Sigma Alpha Iota, Phi Mu Alpha, and Kappa Kappa Psi must each designate a student representative to make room requests on their behalf.

Graduate students may request rooms for their comprehensive and oral exams. Conference rooms 310 and 461 are preferable.