

## **DEPARTMENT OF MUSIC BUILDING ACCESS**

Use of departmental space is limited to events supporting the department's courses and programs. Online room schedules can be viewed in the Public Folders at email.brown.edu.

Room scheduling, event management, card access, and keys-Ashley Lundh, 863-3234  
Poster and program design-Kathleen Nelson, 863-3236

### **Fulton Rehearsal Hall**

During business hours (8:30-5:00 academic year, 8:00-4:00 summer):

- AMP lessons and group coachings (primarily wind/brass/jazz) may be scheduled.
- Occasionally, other music courses or labs may be scheduled.
- After receiving Matt's written permission, students who are in the AMP wind/brass/jazz program or in one of Matt McGarrell's performing groups (Jazz Band, Wind Symphony, Brown Band) are allowed to schedule time.
- Piano tunings may be scheduled.
- Warm-ups in Fulton for events in Grant need to be scheduled in advance.

After business hours (all except 8:30-5:00 academic year, 8:00-4:00 summer):

- Performing group courses are scheduled.
- AMP lessons and group coachings may be scheduled.
- Other music courses or labs may be scheduled.
- After receiving Matt's written permission, some students who are in the AMP wind/brass/jazz program or in one of Matt McGarrell's performing groups (Jazz Band, Wind Symphony, Brown Band) are allowed to schedule time.
- Piano tunings may be scheduled.
- Warm-ups in Fulton for events in Grant need to be scheduled in advance.

### **Grant Recital Hall**

During business hours (8:30-5:00 academic year, 8:00-4:00 summer):

- Academic Music courses are scheduled. Some events require the entire day be scheduled for set-up and rehearsal. Prefer to schedule classes with no more than 60 students after 1:00 p.m. (for ease of moving to another classroom).
- Faculty and student events relating to Music courses may be scheduled in a way that generally permits at least two events per day. Some events require the entire day be scheduled for set-up and rehearsal.

- Professional concerts sponsored by the Music Department may be scheduled in a way that permits at least two events per day.
- Other University events may be scheduled on a case-by-case basis.
- Rehearsals for upcoming events are scheduled to occur within two weeks of the event and should be scheduled at the time of the event booking.
- Students participating in upcoming Grant Recital Hall performances may schedule rehearsal time within two weeks of the event.
- Piano tunings may be scheduled.

After business hours (all except 8:30-5:00 academic year, 8:00-4:00 summer):

- Events relating to Music courses may be scheduled.
- Professional concerts sponsored by the Music Department may be scheduled.
- Other University events may be scheduled on a case-by-case basis.
- Rehearsals for upcoming events are scheduled to occur within two weeks of the event and should be scheduled at the time of the event booking.
- Piano tunings may be scheduled.

## **Morrison-Gerard Chamber Music Studios**

During business hours (8:30-5:00 academic year, 8:00-4:00 summer):

- Teaching Associates may sign out rooms to teach currently enrolled Brown and RISD students, Brown alumni, and Brown faculty and staff.
- The drum studio is available for student use. Students should take care to play at a sound level that is minimally disruptive to those around them.
- Piano tunings may be scheduled.

After business hours (all except 8:30-5:00 academic year, 8:00-4:00 summer):

- Teaching Associates may sign out rooms to teach currently enrolled Brown and RISD students, Brown alumni, and Brown faculty and staff.
- At the beginning of each semester, AMP piano students may sign out four hours of practice time in Studios A, B, C, and D weekly from 6:00 p.m. to 2:30 a.m. (weekdays) and 6:00 a.m. to 2:30 a.m. (weekends/holidays) during the regular academic year. The last Brown shuttle runs at 3:00 a.m.
- At the beginning of each semester, Chamber Music students may sign out one 90 minute rehearsal in the Big Studio weekly from 6:00 p.m. to 2:30 a.m. (weekdays) and 6:00 a.m. to 2:30 a.m. (weekends/holidays) during the regular academic year. The last Brown shuttle runs at 3:00 a.m.
- AMP piano and Chamber Music students may sign out additional time as the semester progresses no more than one week in advance.

- With written permission from Matt McGarrell, the drum studio is available for use on a first-come, first-served basis to students currently enrolled in any Music Department group. Students may schedule time directly on the online room schedules.
- Piano tunings may be scheduled.

## **Orwig Music Building**

During business hours (8:30-5:00 academic year, 8:00-4:00 summer):

- Academic Music courses are scheduled.
- In order to support faculty and student research, music-making is generally not allowed in the building before 5 p.m., except for music resulting from some courses which are taught in the building.
- AMP lessons and group coachings can be scheduled on a case-by-case basis in 301 and 315 if there are no other rooms available.
- Classrooms cannot be signed out by outside groups or by student groups, unless they are a departmentally sponsored group.
- Brown Learning Community, Summer Studies, and other official Brown courses may be scheduled on a case-by-case basis.
- Piano tunings may be scheduled.

After business hours (all except 8:30-5:00 academic year, 8:00-4:00 summer):

- Academic and performing Music courses are scheduled.
- Ethno performing directors and their grad student teaching assistants may use classrooms for the purpose of rehearsals of our Ethno performing groups.
- Coaches or other faculty may use the classrooms for group rehearsals or other class activities.
- Teaching Assistants may schedule classrooms for meetings relating to their courses.
- Between 5 p.m. and the Orwig Library closing time, chamber groups registered in our Chamber Music course may practice in Orwig 315 by signing out one weekly timeslot of up to two hours for the entire semester. Additional hours may be signed out on a week-to-week basis.
- No student groups or outside groups may use Orwig classrooms for rehearsals.
- Brown Learning Community, Summer Studies, and other official Brown courses may be scheduled.
- Piano tunings may be scheduled.

## **Steinert Hall**

During and after business hours:

- Academic and performing Music courses are scheduled.
- Faculty and student events relating to departmental business may be scheduled.
- Teaching Associates may sign out the Choral Room to teach currently enrolled Brown and RISD students, Brown alumni, and Brown faculty and staff.
- Students enrolled in Computer Music & Multimedia courses should follow scheduling procedures outlined by the instructor for the 101 classroom studio and rooms on the 2<sup>nd</sup> floor.
- Practice rooms are available to undergraduate & graduate Brown students, RISD students, Summer School students, or anyone with a Brown affiliation (i.e., faculty spouse, faculty member or staff) on a first-come, first-served basis from 7:00 a.m. until 3:00 a.m.
- After receiving Fred Jodry's written permission, some currently enrolled Chorus students may be given access to the Choral Room and/or to the Choral Library.
- Piano tunings may be scheduled.