

POLICY FOR FACILITIES & PIANO USE BY OUTSIDE RENTAL PATRONS

Philosophy

The highest priority for the scheduling of all School of Music facilities is given to MU School of Music majors and faculty members. The School of Music has purchased and maintains a large majority of the instruments with funds from student applied music fees. For this reason, they must be primarily available to music students and faculty who need them for recruiting, rehearsals, and performances in the academic program when classes are in session, including weekends. Pianos and harpsichords are not available for rent by outside patrons wishing to move them off-site.

Scheduling

Facilities are not usually available for reservation/rental by outside users during those periods when classes are in session, including weekends. Rentals of two hours or less during times when classes are in session may be considered if no School of Music events have been scheduled. Special arrangements can be made for multiple day conferences of professional music organizations like MSHSAA, MMTA and NATS that involve MU music students and serve the interests of the School of Music.

For rentals exceeding two hours, especially activities lasting a full day or using multiple rooms on the same day, reservations are usually not available except for dates that classes are not in session, including weekends.

Generally, this includes these vacation periods:

- Thanksgiving recess
- Winter recess until registration for classes in January
- Spring Break
- May/early June between graduation and the start of the summer session
- August, following summer graduation until the start of fall semester orientation activities.

In order to accommodate School of Music events and recitals, requests for outside reservations will not usually be considered before September 1 for the academic year.

Sponsorships & Approvals

Patrons wishing to use the School of Music facilities must be sponsored by a music faculty member and approved by the Director of the School of Music. Due to the value of the property and instruments, parties unknown to the faculty and the Director are likely to be denied rental.

Care of Facilities and Instruments

The facilities and instruments must be left in the same condition as found by outside rental patrons. Furniture must be returned to the same position as found, especially pianos, music stands and desks. No piano should be moved within or between rooms without the supervision of the building monitor assigned to the outside patron for the booked event. Any problem with either the care of or the location of furniture and the piano will result in denial of rental privileges in the future for the group.

Building/Key Monitor

A building/key monitor is hired for all outside reservations at a charge of \$70 to the patron (for up to two hours, \$35 additional per hour thereafter). The building/key monitor will be responsible for unlocking, assisting in piano moving within the room if needed, and locking all of the facilities. Keys will not be issued to outside patrons.

Piano Tuning

Piano tuning, if needed, can be provided at additional cost to the rental patron at the rate of \$100 per piano (this rate subject to increases annually). Tuning must be a part of the original reservation request, and can only be provided with sufficient notice, usually a minimum of two weeks. Only tuners approved and hired by the School of Music will be allowed to work on the instruments; rental patrons may not bring in or use other piano tuner/technicians.

Fees

	<i>Minimum charge (2 hrs or less)</i>	<i>Additional Per hour charge*</i>	<i>Capacity</i>
Whitmore Recital Hall	\$150 (for 2 hours)	\$30	239 seats
FAB 134 or 145 †	\$100 (for 2 hours)	\$20	134 seats 25, 145 seats 100
FAB 146 or 148	\$75 (for 2 hours)	\$15	25
Building/key monitor	\$70 (for 2 hours)	\$35	
SMC 132 (Sheryl Crow Hall)	\$300 (for 2 hours)	\$100	100
Audio/visual assistance	\$50 per hour		Would not need building monitor with audio/visual person working

Application Procedure

1. Patrons should first contact the Administrative Assistant in the School of Music (worstells@missouri.edu or 573-884-1604) to check on the availability of dates and facilities, governed by the limitations listed above.
2. If the rental is possible by these rules, then the patron must complete a **Facilities Reservation Form for Outside Rental Patrons**. They should submit this via e-mail to worstells@missouri.edu **AND copy the School of Music faculty sponsor**.
3. The Administrative Assistant will confirm the approval (or denial) to both the rental patron and the sponsoring faculty member.

Exceptions

The Director of the School of Music may consider small changes in the policy if circumstances warrant. The Intent of the policy stated above, however is to treat all outside patrons consistently and fairly, so few exceptions will be granted.

Guidelines for Use of Facilities

1. No smoking on University of Missouri property.
2. No lit candles or open flames of ANY kind permitted.
3. School facilities must be returned to their original floor-plan and in clean condition after the event.
4. The application for the reservations must be submitted at least two weeks prior to the event.
5. Payment of fees may be made by check payable to MU School of Music or via electronic payment (ask Susan Worstell for electronic payment details).
6. If the patron is another MU department, the appropriate MO Code, PS account and account authorization must be provided at the time the request is submitted.

FACILITIES RESERVATION FORM FOR OUTSIDE RENTAL PATRONS

Attached to this form is a copy of the "Policy for Piano & Room Use by Outside Rental Patrons" which details the guidelines for requests and use of School of Music Facilities. By submitting this reservation form, you agree to those policies and fees.

Facility Requested (circle one)

<input type="checkbox"/> Whitmore Recital Hall	<input type="checkbox"/> 134 Fine Arts	<input type="checkbox"/> 145 Fine Arts
<input type="checkbox"/> 146 Fine Arts	<input type="checkbox"/> 148 Fine Arts	<input type="checkbox"/> SMC 132 (Sheryl Crow Hall)

Name of Organization/Event		
Description of event		
Date(s) of event	Start time of event	End time of event
Name of Org. Representative	Phone	Email
Sponsoring Music Faculty Member		Est. # of participants

Fees

Minimum Charge, first 2 hours (see chart above for pricing)	\$
Additional hours: ____ hrs @ \$ ____ per hour	\$
Building Monitor (\$70 minimum per 2-hour reservation, additional hours \$35 each)	\$
Additional Yamaha upright piano from 134 (\$20)	\$
Piano tuning: ____ @ \$100	\$
Total	\$