

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.

The pianos and facilities are only available from 7am to 10pm for reservation. A full day is defined as a maximum of 9 continuous hours from unlocking hour to locking hour. If patrons request a schedule longer than 9 hours, especially including the evening concert hour, the hourly rate will continue to accrue past the full-day charge. If the hours are not continuous, the minimum charge will be made for each segment.

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. The sponsoring faculty member becomes responsible for finding a building monitor, for instructing the monitor's duties, for acquiring the necessary keys for the monitor prior to the event, and for returning any borrowed keys immediately after the event.

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.

Available Spaces & Pianos

Whitmore Recital Hall (9' Steinway grand)	Fine Arts 146 (Yamaha upright)
Fine Arts 134 (9' Steinway grand, Yamaha upright)	Fine Arts 148 (Yamaha upright)
Fine Arts 145 (6' Yamaha grand)	[removed Annex 18]

NOTE: The Yamaha upright from FAB134 can be moved on to the Recital Hall stage for two-piano events, if requested in the reservation and if it is returned after the event. Rental patrons must assist the building monitor with both the initial move and the return. The Bösendorfer grand and the harpsichords are not available for rental by outside patrons.

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>Full Day Charge (9 hr max)</i>
Whitmore Recital Hall	\$150	\$30	\$400
FAB 134 or 145 †	\$100	\$20	\$250
FAB 146 or 148 or FAA 18	\$75	\$15	\$150
Building/key monitor	\$70	\$35	

*Beyond 2 hr minimum & 9 hr maximum

†134 and 145 are not available for evening rental if there is a recital/event scheduled in WRH that same evening.

Application Procedure

1. Patrons should first contact the Administrative Assistant in the School of Music (882-9472) 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**, including the *signature of the sponsoring MU music faculty member*.
3. The reservation request form and a deposit check (minimum of the amount for 2-hour rental plus the building monitor minimum from chart above) is submitted to the Administrative Assistant, who then submits the form to the Director of the School of Music for approval. 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.
4. The Administrative Assistant will confirm the approval (or denial) to both the rental patron and the sponsoring faculty member. If request is denied, the deposit check will be returned. If approved, the deposit becomes non-refundable – even if the event is subsequently cancelled.
5. The balance of the fees, calculated after the deposit is deducted, is due and payable at least 4 working days prior to the event unless prior credit arrangements are made with the School of Music fiscal officer. Failure to pay by the specified due date or to make credit arrangements may result in cancellation of the reservation and denial of future use of the facilities.

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 or consumption of food or beverages in School of Music facilities.
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 to be made by check, payable to **University of Missouri**.
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 signing this reservation form, you agree to those policies and fees.

Application Procedure

1. Contact the Administrative Assistant in the School of Music (882-9472) to check on availability.
2. Submit this reservation request form (including the *signature of the sponsoring MU music faculty member*) and a deposit check (minimum of \$170 for 2-hour rental and building monitor) to the Administrative Assistant in 140 Fine Arts no later than one week before the event. 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.
3. If this request is approved, the balance of the rental fee is due no later than 4 working days prior to the event.

Date of Application _____

Facility Requested (circle one)

<input type="checkbox"/> Whitmore Recital Hall (Seating capacity = 250)	<input type="checkbox"/> 134 Fine Arts † (Seating capacity = 35)	<input type="checkbox"/> 145 Fine Arts † (Seating capacity = 100)
<input type="checkbox"/> 146 Fine Arts (Seating capacity = 20)	<input type="checkbox"/> 148 Fine Arts (Seating capacity = 22-25)	[cut out FAA18]

Name of Organization/Event		
Description of event		
Date(s) of event	Time of event	Est. # of participants
Name of Org. Representative	Phone	Email
Sponsoring Music Faculty Member		Building Monitor

Fees

Minimum Charge, first 2 hours (see chart below)	\$
Full Day Charge	\$
Additional hours: ____ hrs @ \$ ____ per hour	\$
Building Monitor (\$70 minimum per 2-hour reservation, additional hours \$35 each)	\$
Piano tuning: ____ @ \$100	\$
	Total \$
	Less deposit -\$
	Balance Due \$

Office Use: Deposit ck# _____ receipt # _____
MO code _____ PS account _____

Signatures (all are required)

_____ Organization Representative	_____ MU Music Faculty Sponsor	_____ Director, School of Music
_____ Date	_____ Date	_____ Date

Rental Rates	<i>Minimum charge (2 hrs or less)</i>	<i>Add'l per hour charge*</i>	<i>Full Day Charge (9 hr max)</i>	Office Use only: <input type="checkbox"/> Piano tuner notified <input type="checkbox"/> Keys issued to Monitor <input type="checkbox"/> Monitor Paid
Whitmore Recital Hall	\$150	\$30	\$400	
FAB 134 or 145†	\$100	\$20	\$250	
FAB 146 or 148 or FAA 18	\$75	\$15	\$150	

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