MEMORANDUM

DATE: August 18, 2020

TO: CSUEB Department of Music

FROM: Buddy James, Chair
        Department of Music

SUBJECT: Fall 2020 Practice Room Policy

CSUEB practice rooms are available for use by CSUEB Music Majors during Fall 2020. The following practice rooms are available for students to sign out: MB 1072, 1079, 1081, 1083, 2054 and 2056.

The following procedures for the use of practice rooms will be followed:

1. Students, except piano students, will reserve a practice room through the Department of Music Website, found here: https://www.csueastbay.edu/music/current/practice-f20.html
   a. Piano students will not need to sign up for a practice slot. They may proceed to Step 2 below.
   b. Practice Room reservations begin on Wednesday for the following week.
   c. All reservations are for 3 hour periods: 9:00 am - Noon or 1:30 pm - 4:30 pm.
      i. Practice rooms will NOT be available outside of these hours
   d. Students may sign up for a maximum of 1 slot per day and 3 slots per week.
      i. Students may sign up for additional slots on Sunday, if slots remain available.
   e. Students who fail to show up during reserved time slots will no longer be able to reserve slots in advance.
   f. Non-reserved rooms become available for anyone at the start time of each slot. Visit MB 1525 to reserve these in-person.

2. When a student is ready to begin practice, they are expected to:
   a. Sign in with Dan Howdeshell in MB 1525. Students are not required to arrive at the beginning of the time slot, nor are they required to remain in the room for the entire duration of the time slot.
b. Dan will escort the student to their practice room and unlock the door.
c. The student will confirm that there is cleaning supplies in the room.
d. The student must wear a mask at all times in the practice rooms. Options for wind players can be discussed with Dan Howdeshell.

3. When a student has completed practice, they are expected to:
   a. Use supplied cleaning supplies and instructions to wipe down all equipment in the room including, but not limited to, the following:
      i. Chair
      ii. Keyboard
      iii. Computer Keyboard
      iv. Microphone
      v. Piano bench
   b. Leave the door open.
   c. Sign out with Dan Howdeshell in MB 1525
      i. Students will notify Dan if cleaning supplies are needed.
      ii. Students who fail to sign out after reserved time slots will no longer be able to reserve slots in advance.

Please note the following:

1. Students are encouraged to provide their own music stands.
   a. If the student needs a Music Department music stands, the student must request them from Dan Howdeshell during check in and return them upon check out.

2. Students are only allowed in practice rooms during times that they have reserved. Available rooms may be reserved online or through Dan Howdeshell but students may not enter any room that they have not reserved in advance. Students found in practice rooms outside of reserved hours will no longer be allowed to use the practice rooms.
   a. Practice room keys will no longer work. Students with practice room keys will be asked to return them to Facilities and will receive a refund of their deposit, if applicable.

3. Students are expected to use the rooms primarily for the practice of music rather than as study spaces.

4. No food or drink, other than water in practice rooms.

5. **Masks must be worn at all times inside the Music Building, which includes in the practice rooms.**