

**POLICY GOVERNING THE USE OF
CSUEB MUSIC RECITAL HALL (MB 1055)**

The policies governing the use of Music Recital Hall, MB 1055, and supporting facilities have been instituted to insure the continued attractiveness and to achieve the maximum utilization of these facilities and related equipment. Because the Recital Hall must serve as an all-University facility, it receives considerable use and is required to accommodate a great variety of activities. Only through the cooperation of all individuals in following these procedures governing the use of the Recital Hall can the appearance, structure, and furnishings of this facility be maintained appropriately.

1. **Food and/or beverages are NOT permitted in the Recital Hall (MB 1055).** A representative from the event, who will be responsible for enforcing this policy, shall be present during the event at all times. Failure to abide by this policy may result in denial of future reservations.
2. A music monitor is required for all non-music events unless this requirement is waived by the Music Dept. This person will be responsible for the unlocking and securing of the facilities and making sure no food/beverages are brought into the room.
3. Users of the facility shall restore the room to its original condition. When a considerable amount of debris (flyers, programs, etc.) result from an event, the group is responsible for cleanup and disposal of the debris or additional charges may be assessed.
4. Damage to facilities or equipment will result in additional charges against the sponsoring organization, individual or department.
5. The room has only a portable blackboard. Any electronic equipment (i.e. microphones, extra lights, speakers, sound equipment) is the responsibility of the private party renting the space to provide.
6. The number of spectators or participants admitted to an event shall be limited to the published capacity (186) of the Recital Hall.
7. The Green room (MB 1047) and 9-foot Steinway locked in the side garage are not part of the rental option for community renters.
8. Pianos may not be "re-tuned" or altered in any way.
9. In case of emergency, contact University Police at 885-3791.
10. CANCELLATION POLICY - All MB1055 reservations require a Music Department Monitor. Since these personnel are scheduled in advance, MB1055 reservations are subject to a two-week cancellation policy. If a reservation is cancelled within two weeks of the event the renter is required to pay any and all Music Dept personnel fees. University Scheduling will bill the renter for these fees.