

Quick Guide to Reserving Rooms for Small Ensembles

The summary below was compiled in an attempt to clarify for both faculty and students some basic issues regarding room reservations in the main Music Building

FOR STUDENTS – reservations options

Including chamber groups/combo/sectional rehearsals in the main Music building. Students may not rehearse on the stages except for scheduled dress rehearsals.

Advance reservations are required for the following:

Chamber music rooms

(1) M-F and Weekends

Student groups get assigned into MU144, 145 & 297 by turning in a Chamber Use Request Form with Administrative Assistant in MU131 (forms across from MU131). Write questions or send single use requests to chamberrooms@music.unt.edu

(2) M-F after 5:00 PM and Weekends – reserve 5 days ahead

Student groups (3 or more) may arrange for approx. 2 hours per week per group to have a rehearsal room or classroom put on reserve. Reservation requests must be processed by the Scheduling Office. They are due 5 days ahead (weekend plans by Noon Wednesdays) through “single rehearsal” in www.music.unt.edu/request or contact Laura.Ford@unt.edu. See MU247H for posted information.

Room choices include MU232, MU230, MU258, MU137, MU132, MU116, MU287, MU288, MU289, MU290 and more. Jazz combos with drum or amplification must choose MU262, Lab East, MU287, MU288, MU289 or MU290. Laura Ford will moderate room selections and assignments.

No advance reservations are required for the following:

M-F after 5:00 PM and Weekends – Student groups may go to the building monitors station (MU291/Copy center), present a valid UNT ID card, and be put into the first available rehearsal space (MU287, 288, 289, 290).

FOR FACULTY – reservations options

Faculty coaches may set up a permanent coaching session – daytime or nighttime session during regular building hours. If you plan to be here after building hours, please inform Rebeca Galindo so that she may contact UNT police in case of an emergency.

To schedule a regular weekly session select semester reservation in www.music.unt.edu/request or contact Laura.Ford@unt.edu

To schedule a single event request use single rehearsal contact Laura.Ford@unt.edu

GENERAL USE OF FACILITIES BY FULL TIME FACULTY

Scheduled events (rehearsal, performance, etc.) take priority. Full time faculty may use selected rooms for your personal use without a reservation. Go to the copy center (MU291) and ask the monitor to admit you. Do not open any room or have a student admitted to any room under your name in which you will not be present. As well intentioned as you might be, there are serious personal legal liability issues here. It is not worth the risk. Jazz combos with drum or amplification must choose MU262, Lab East, MU287, MU288m MU289 or MU290. Laura Ford will moderate room selections and assignments.

NO ADVANCE RESERVATIONS ARE REQUIRED FOR THE FOLLOWING:

M-F after 5:00 PM and Weekends – Student groups may go to the building monitors station (MU291/Copy Center), present a valid UNT ID card, and be put into the first available rehearsal space (MU287, 288, 289, and 290). Chamber Groups have priority over single rehearsals.