

Who can book a classroom, meeting space or chamber room...

General single rehearsals booked within two weeks:

Time restrictions apply for aerosol dissipation due to COVID

- Small ensembles, small groups/forum & chamber groups
- Sectionals for small/major ensembles
- Self-recording or class recording projects (include what recording is for and submission deadline under additional information in your request)
- Occasional rehearsals with solo instrument and accompanist, 45 minute time limit
- Jury self-recording - one rehearsal with accompanist, one self-recording session – 45 minute time limits on both, in available classroom space

Regular weekly rehearsal/coaching may be booked for:

Time restrictions apply for aerosol dissipation due to COVID

- MUCM 3510/5510 classical chamber music groups*
- Center for Chamber Music ensemble*
- MUCM 3550 jazz chamber groups *
- Lab Band and jazz ensemble sectionals*

*Request Form Required – located in Roomview Resources

Meetings

- Student music organizations – **virtual meetings only for Spring '21**
- Music fraternal organizations – **virtual meetings only for Spring '21**
- Class oriented meetings – review sessions
- Defense and oral exams

After 5PM and Weekend Walk-In Service with the Music Copy Room, MU291:

Using COVID capacity limits and social distancing

- No reservations are made in Roomview
- Bring your student ID to the Copy Room, MU291
- You may use any room they have open for up to 1 hour for solo practice or 45 minutes if a small ensemble containing voice, woodwinds and/or brass or a single rehearsal with your accompanist. This option includes 30 minutes of playing and 15 minutes extra to pack/unpack instruments and leave the room.

What rooms are available to book?

with COVID capacity limits

[In Roomview - "Type of Event Request" – Internal - Single Rehearsal, Meeting, Exam, Class \(review sessions\), etc.](#)

MU 287, 288, 289, 290 (Music Theory classrooms with piano) – no academic classes in adjacent rooms

Meetings – MU287/290

6 ft. apart w/masks - **11 student maximum**

Meetings – MU288/289

6 ft. apart w/masks - **12 student maximum**

Rehearsals – MU 287, 288, 289, 290

6 ft. apart w/masks - strings/keyboard/perc/harp/guitar - **5 student maximum**

9 ft. apart - woodwinds/brass or voice (voice mask/bell cover required & masks worn when not rehearsing) – **5 student maximum**

MU 320, 321, 322 (Third floor classrooms with piano) – no academic classes in adjacent rooms

Meetings – MU321

6 ft. apart w/masks - **15 student maximum**

Rehearsals – MU 321

6 ft. apart w/masks - strings/keyboard/ perc/harp/guitar - **5 student maximum**

9 ft. apart - woodwinds/ brass/voice (voice mask/bell cover required & masks worn when not rehearsing) – **5 student maximum**

Meetings - MU 320 & 322

6 ft. apart w/masks - **6 student maximum**

6 ft. apart w/masks - **11 student maximum**

Rehearsals MU 320 & 322

6 ft. apart w/masks - strings/ keyboard/ perc/harp/guitar - **5 student maximum**

MU 322 only - 9 ft. apart - woodwinds/brass/ voice (voice mask/bell cover required & masks worn when not rehearsing) - **5 student maximum**

MU 116 (Woodwind classroom with piano) – late afternoon for non-woodwind

Meetings – MU116

6 ft. spacing w/masks - **10 student maximum**

Rehearsals – MU116

6 ft. apart w/masks - keyboard/strings/perc/harp/ guitar - **5 student maximum**

9 ft. apart - woodwinds/brass or voice (voice mask/bell cover required & masks worn when not rehearsing) – **5 student maximum**

MU 132 (Brass classroom with piano)

Meetings – MU132

6 ft. apart w/masks - **13 student maximum**

MU 132 (Brass classroom with piano) - continued

Rehearsals – MU132

6 ft. apart w/masks - strings/keyboard/perc/harp/guitar - **5 student maximum**

9 ft. apart - woodwinds/brass or voice (voice mask/bell cover required & masks worn when not rehearsing) – **5 student maximum**

MU 230 (Choir room with grand piano) – reset to classroom set up when done

Meetings – MU230

6 ft. apart w/masks - **35 student maximum**

Rehearsals – MU230

6 ft. apart w/masks - **35 student maximum – see breakdown ↓**

front row (floor) 8 students; 2nd row 10 students; 3rd row 8 students, 4th row 9 students

9 ft. apart - If rehearsal has voice, woodwind or brass

front row (floor) 5 students, middle row (floor) 7 students, back row (riser) 6 students (voice mask/bell cover required & masks worn when not rehearsing)

MU 232 (Orchestra Hall with grand piano) – reset to classroom set up when done

Meetings – MU232

6 ft. apart w/masks - **37 student maximum**

Rehearsals – MU232

6 ft. apart w/masks - keyboard/strings/perc/ harp/guitar - **5 student maximum**

9 ft. apart - woodwinds/brass or voice (voice mask/bell cover required & masks worn when not rehearsing) - **5 student maximum**

(Larger group requests contact Laura.Fuller @unt.edu)

MU 258 (Large classroom with grand piano) – reset to classroom set up when done

Meetings – MU258

6 ft. apart w/masks - **38 student maximum**

Rehearsals – MU258

6 ft. apart w/masks - keyboard/strings/perc/ harp/guitar - **5 student maximum**

9 ft. apart - woodwinds/brass or voice (voice mask/bell cover required & masks worn when not rehearsing) - **5 student maximum**

(Larger group rehearsal requests contact Laura.Fuller@unt.edu)

MA 113 (Large classroom with grand piano) – reset to classroom set up when done

Meetings – MA113

6 ft. apart w/masks - **38 student maximum**

MA 113 (Large classroom with grand piano) - continued

Rehearsals – MA113

6 ft. apart w/masks - keyboard/strings/perc/ harp/guitar - **5 student maximum**

MA 113 (Large classroom with grand piano)

Rehearsals – MA113 - continued

9 ft. apart - woodwinds/brass or voice (voice mask/bell cover required & masks worn when not rehearsing) – **5 student maximum**

(Larger group rehearsal requests contact Laura.Fuller@unt.edu)

MU 297 (Chamber Music Studies/Center with Baby Grand piano)

Rehearsals – MU297

6 ft. apart w/masks - piano/strings/perc/harp/guitar - **4 student maximum or 3 students plus coach**

9 ft. apart - woodwinds/brass or voice are included in ensemble, no piano - **3 student maximum**

Brass and Voice only after 5 PM weekday - (voice mask/bell cover required & masks worn when not rehearsing)

Bain 112 & 113 (Chamber music room with piano)

Rehearsals – BH 112 & 113

6 ft. apart w/masks - keyboard/strings/perc/harp/guitar (masks required) - **4 student maximum**

9 ft. apart - brass/woodwinds (voice mask/bell cover required & masks worn when not rehearsing) - **2 student maximum**

Music Annex (MA) 107 (Chamber music room, no piano)

Rehearsals – MA107

6ft., 9ft. & 12 ft. apart w/masks - keyboard/strings/perc/ harp/guitar and brass/woodwinds/voice (voice mask/bell cover required & masks worn when not rehearsing) - **5 student maximum**

MU 262, 263 (Lab East), MU292 – jazz studies majors use, with pianos – rehearsals may not be booked in Lab East when classes are in Kenton due to sound bleed. Lab West recitals and dress rehearsals

Meetings – MU262, 263, 292

MU 262 – 6 ft. apart w/masks - **20 student maximum**

MU 263 – 6 ft. apart w/masks - **15 student maximum**

MU 292 – 6 ft. apart w/masks - **8 student maximum**

MU 262, 263 (Lab East), MU292 – jazz studies & student ensembles, with pianos

Rehearsals – MU262 (small groups, combos, jazz ensembles)

6 ft. apart w/masks - Rhythm sectionals (drums/guitar/bass/piano) – **5 student maximum**

Non-aerosol producing ensemble groups with masks – **15 student maximum**

9 ft. apart – (mix of non-aerosol producing w/brass/woodwinds) – **8 student maximum**

12 ft. apart – (all brass or woodwinds) (masks when not performing) – **4 student maximum**
(voice mask/bell cover required & masks worn when not rehearsing)

MU 262, 263 (Lab East), MU292 - continued

Rehearsals – MU263 (Lab East) (small groups, combos, jazz ensembles)

6 ft. apart w/masks - Rhythm sectionals (drums/guitar/bass/piano) – **5 student maximum**

Non-aerosol producing ensemble groups with masks - **14 student maximum**

9 ft. apart - (mix of non-aerosol producing w/brass/woodwind) - **9 student maximum**

12 ft. apart - (all brass or woodwinds) (voice mask/bell cover required & masks worn when not rehearsing) - **3 student maximum**

Rehearsals - MU292 (small groups, combos, jazz ensembles & other student small ensembles)

6 ft. apart w/masks - Rhythm sectionals & small student ensembles - **5 student maximum**

9 ft. apart - (Mix of non-aerosol producing w/brass/woodwinds) - **3 student maximum**

(voice mask/bell cover required & masks worn when not rehearsing)

MU142 – Percussion majors on access list only, w piano

Rehearsals – MU142

6 ft. apart w/masks - **10 student maximum**

Meeting Rooms only (no rehearsals): MU 293, MU295, MU250

MU 293 – not available Sp.'21

MU 295 – 6 ft. apart w/masks - **4 student maximum**

MU 250 – 6 ft. apart w/masks - **7 student maximum**

MU 295, MU293, Floyd Graham Green Room - Graduate Oral Exams, Dissertation Defense, Graduate Exams

Green Room – not available Sp.'21 - storage/back stage Recital Hall

MU 293 – not available Sp.'21

MU 295 – 6 ft. apart w/masks - **4 student maximum**

Reception Rooms - no receptions during Spring 2021

In Roomview - "Type of Event Request" – Internal – Dress Rehearsal

Masks and bell covers required; use proper spacing (9ft. & 12ft.) when required for woodwinds/brass/voice in ensembles

Recital Hall - for dress rehearsals for your recital (not a general rehearsal space)

6 ft. apart – **8 student maximum**; 9 ft. apart – **4 student maximum**; 12 ft. apart – **4 student maximum**

Voertman Hall – for dress rehearsals for your recital (not a general rehearsal space)

6 ft. apart – **20 student maximum**; 9 ft. apart – **12 student maximum**; 12 ft. apart – **6 student maximum**

General Information about using rooms in the music building:

Music Building begins locking up 30 minutes before final closing time.

Room use must end at 11:30 PM.

Students, if you move anything in a classroom to rehearse, i.e., desks, stands, etc., then you must reset the room when you leave. Failure to do so could result in practice use being denied in the future and a possibly fine for clean-up.

How to request a room for...

recurring weekly chamber music studies rehearsals/coaching & jazz sectionals – rehearsal w/accompanist or small ensemble – meetings – self-recording – zoom lessons (booked 3 days out only) – orals & defense

To begin, you will need to research available dates in Roomview - <http://calendar.music.unt.edu/> using the Roomview tab at the top of the Calendar.

Some require forms to book to be turned in first. Forms are located in “Roomview Resources” under the “Students” tab on the COM webpage

- recurring sectionals for jazz ensembles and for chamber music studies groups – form required to be booked
- self-recording in venues – form required prior to submitting a request; not required for classrooms to self-record

Check each space in Roomview. *You may not request when a class is nearby in a theory or third floor classroom that could be disturbed.*

TIME LIMITS for rehearsals - You may not book any space without 30 minutes free (not in use) in front of the start time you want and after your end time as well.

Example: A trumpet player wants 3-3:45 PM in a theory room for a rehearsal with their pianist – the space must also be free from 2:30-3 PM and from 3:45-4:15 PM in order for you to book that space for use.

All rooms and venues require this spacing, no matter what instruments are involved.

IMPORTANT - If you make a request that does not meet this criteria, it will be denied without an explanation sent to you.

Rehearsals:

Solo rehearsals - 1 hour limit

Solo instrument (brass/woodwind/voice) with accompanist – 30 minutes of playing time reserved with an extra 15 minutes to unpack/pack instruments in a room. You may also book another room nearby to rehearse an additional 30 minutes if needed, using these same guidelines.

Solo instrument (non-brass/woodwind/voice) with accompanist – 1 hour (masks worn at all times)

Quintet or smaller ensembles with instruments other than brass/woodwind/voice - (masks required at all times) – 1 hour limit

Quintet or smaller ensembles with brass/woodwind/voice - 30 minutes of playing with 15 minutes added to pack and unpack instruments

Other (non-aerosol producing) instruments with pianist – 1 hour (masks worn by everyone present at all times)

Once you have found a date, click “REQUEST” on the left side of the page to enter your event information. This will take you to the login page for making a Roomview request - <https://calendar.music.unt.edu/request.php>

Login using your UNT eid/password and agree to terms at the bottom of the page. If you are new to the system you will need to complete the Data Sheet to become a Client. When entering the country put only U.S.A. and nothing else, this is a quirk of Roomview. If returning, check your data information for accuracy and click “Save & Continue.>>” and start an “event request.”

Complete all of the information listed below to submit a request for processing:

Type of Event Request: Click “Internal” – select type of use from pull down menu (single rehearsal, class, etc.)

Instrument – enter your instrument/voice

Title – Performer/User Name and purpose (theory review/meeting/chamber rehearsal /sectional, etc.)

Choose Building ... College of Music Building

All Categories...leave alone

CHOOSE ROOM – select your room to use

Enter: Date, Enter Time, Start Time and Exit Time... the first two can be the same time

Record Box... leave alone (unless booking a recording session)

Piano Tuning... leave alone (unless booking a recording session or recital)

SAVE YOUR REQUEST

Your event information will show with any conflicts that may exist. If you checked Roomview first, you should not have any conflicts. If you see a conflict then check Roomview to see what it may be for your room choice.

WHEN FINISHED CLICK “MAKE REQUEST”

You will receive an email that your request is in process. Once your request is processed, you will receive another email from the scheduling office telling you how to proceed for final approval of your event.