



POLICIES FOR STUDENT SPACES

GENERAL INFORMATION

Classrooms and other large spaces will be available to reserve for chamber music and collaborative rehearsals. To schedule those spaces please follow the instructions in the reservations section of this document.

• Practice Rooms

The School of Music has 38 practice rooms available through a reservation for student use this fall. Practice times will be up to one-hour per reservation with students being able to schedule more than one reservation per day. Reservations will automatically create a 30-minute room vacancy between each reservation for non-voice rooms and a 60-minute vacancy for voice rooms to allow for adequate air exchange. Each practice room will be supplied with disinfectant spray and paper towels. Practice guidelines will be posted in each room and practice rooms will be monitored to ensure policies are followed.

- Voice students will have the following rooms reserved specifically for their use:

MU 236	MU 240	MU 244	MU 250
MU 238	MU 242	MU 246	

- Percussion students have the following rooms reserved specifically for their use:

CFA 103	CFA 115-A	CFA 115-C	CFA 115-E
CFA 113-F	CFA 115-B	CFA 115-D	CFA 119

- Non-voice and non-percussion students may reserve the following rooms:

MU 228	MU 255	MU 267	MU 276	Wenger 204-A
MU 230	MU 257	MU 269	MU 277	Wenger 204-B
MU 232	MU 259	MU 271	MU 278	Wenger 204-C
MU 234	MU 261	MU 274		Wenger 204-D
MU 251	MU 265	MU 275		Wenger 204-E

• Distance Learning Spaces

Distance Learning Spaces (DLS) will be outfitted with a desk, chair, and an iMac connected by ethernet cable. Students who do not have reliable internet service may reserve one of these rooms for academic classes, assignments, or an online applied lesson.

- The following rooms will be purposed as Distance Learning Spaces (DLS):

MU 207	MU 227	MU 245 (Piano only)
MU 221	MU 281	MU 289 (Voice only)

Reservations will be up to 90 minutes in length and will automatically create a 30-minute room vacancy between each reservation (60-minute for voice) to allow for adequate air exchange. Each DLS will be supplied with disinfectant spray and paper towels. Guidelines will be posted in each room and practice rooms will be monitored to ensure policies are followed.

RESERVATIONS

- Practice rooms and DLS will only be allowed with an advance reservation through VEMS; walking into a practice room without a reservation will not be permitted.
- Practice rooms will be allowed up to 60-minutes per reservation and DLS rooms will be allowed up to 90-minutes per reservation.
- To schedule a practice room or DLS, submit a request at least one hour before the desired time. Instructions can be found on the Music website: https://www.memphis.edu/music/rm_reserv.php

USE OF ROOMS

- Students entering a practice room should disinfect any surface that they will be touching before using it (chair, door handle, light switch, etc.).
- Students will be responsible for bringing their own music stands. A chair will be provided in the room and should be disinfected before and after using.
- No more than ONE student is allowed in a practice room at the same time.
- Condensation/spit from instruments must be emptied into a plastic container with a disposable towel or material that is designed to absorb a high amount of moisture (e.g. a puppy pad). The container must have a lid to prevent spills.

EXITING & CLEANING THE ROOM

- It is critical that students leave at the scheduled time to allow for the mandatory 30-minute (60-minute for voice) window between occupants.
- All doors should be left open at the conclusion of the reservation for increased ventilation.
- At the completion of the reservation, students are required to remove ALL belongings from the room and disinfect any surface that has been touched or possibly contaminated in any way (chair, floor, door handle, etc.).
- Each room will be supplied with disinfectant spray and paper towels. Please spray the disinfectant on to the paper towel and wipe areas clean in order to avoid spraying objects directly. Hand sanitizer dispensers are located throughout the music facilities.

ROOM POLICIES

- Students using a practice room or DLS without a reservation will be asked to leave the area.
- Students are not allowed to switch times or split a practice slot with another student.
- Students found not to be following the above guidelines will be issued a warning for a first offense. Further warnings could result in a student's loss of access to these spaces.
- Students are encouraged to practice outdoors when possible.
- Any concerns with the practice rooms or DLS should be reported by scanning the QR code that is posted in each practice room and found at this link: <https://www.memphis.edu/music/current-students/rmincident.php>