Frequently Asked Questions

Music Room Rentals & Access

I am with a UW organization outside of the School of Music or am a non-UW organization/individual who would like to rent Brechemin Auditorium for my event. Is this possible?

During the academic year we are fairly restrictive about reserving Brechemin Auditorium for uses outside the School of Music program. In addition to our regular concert program for the year, we also use this space for visiting artists who aren't indicated on our season brochure due to late notice or scheduling, and also for our music majors who use Brechemin both for student rehearsals and recitals in the evenings. The most appropriate time for outside groups to use Brechemin Auditorium is during quarter breaks or summer sessions. Requests for use during the academic year will be considered on an individual basis.

To confirm availability and make rental arrangements, please send your request to somcal@uw.edu and indicate which date and hours you wish to reserve. If possible, provide several options. Please allow three to five business days for a response to your request.

I am a School of Music student and I need to schedule a recital. What do I do?

Students needing to reserve performance and rehearsal spaces for their recitals should use the Recital Scheduling system. How to Schedule a Degree Recital | Degree Recital FAQ | Percussion Degree Recital FAQ | Degree Recital Forms

I am a member of the UW Music faculty or student body and I would like to book a room in the Music Building. How do I do this?

School of Music faculty and students may view availability and request use of select classroom and performance spaces via the school's EMS calendar system. Students may request space for degree recitals, rehearsal, classroom, and meeting spaces as appropriate. Faculty may request spaces for classroom, rehearsal and performance activities, and to reserve or browse space for hosting visiting scholars and artists. To use this system, follow the step-by-step instructions provided after logging into the system with a UW Net ID. View the EMS Quick Guide here.

Access EMS Here

How do I obtain a practice room key?

Eligibility

Students who are eligible to obtain a practice room key:

- Undergraduate music majors
- Graduate music students who are not ABD (ABD students can request a key by speaking to Doug Mathews)
- Non-music students enrolled in any MUSEN course numbered 200 or above
- Temporary keys are available for check out for students preparing for an audition occurring within 2 weeks. See full policy below.

Cost

Keys cost $10
Replacement keys cost $35
*Fees are non-refundable and must be paid by cash, check or money order.*

**Temporary Loaner Keys**
Loaner keys are available for students preparing for an audition occurring within 2 weeks. Check-out is only available between the hours of 9:00 am to 4:00 pm. UW ID is required and will be held while keys are in use.

**Contact Information**
*Keys for practice rooms on 3rd floor of Music Building:*
Claire Peterson

*Keys for percussion practice rooms, the harp studio, the bass practice room and the cello lockers:*
Doug Mathews

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### Are practice pianos available for UW student use?

The practice pianos located in the Music Building are reserved for School of Music students only (see practice room reservation policies & procedures outlined above).

**Campus Pianos**
Many residence halls on campus have music practice rooms, however access to those rooms is limited to students living in the residence hall system.

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### School of Music Publicity

I am involved with a Seattle arts organization that is hosting an event that I think would be of interest to your students and faculty. Can the School of Music help publicize my event?

The School of Music manages publicity for more than 100 public events each academic year and is therefore unable to accommodate requests for help from outside organizations. We won’t be able to post your event on our Facebook page or send announcements to our students on your behalf. What we CAN do is welcome you to post a flyer about your event to our community bulletin board, located just inside the front doors of the Music Building. You may also leave a small stack of postcards or handbills about your event on our front lobby table.

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### Piano Sales, Instrument Sales, Rentals

**Does the School of Music still hold its annual piano sale?**

The piano sale held at the School of Music for a number of years is no longer in effect. The sale was through a partnership agreement with a local piano company that ended in 2011.

**Does the School of Music sell or rent used instruments, including band and orchestra instruments and pianos?**

The School of Music does not rent or sell instruments. UW regulations require all used equipment to be retired via UW Surplus, so all instruments we no longer require are sent to Surplus. The UW Surplus store, located at 4515 25th Ave NE Seattle, WA 98105-4280, is open to the public every Tuesday, 12 to 6 p.m. and also maintains a website with listings of current inventory. To view musical instruments in stock, visit: [http://www.washington.edu/facilities/finadmin/movingandsurplus/inventory/category/musical-instruments](http://www.washington.edu/facilities/finadmin/movingandsurplus/inventory/category/musical-instruments).

**I have an instrument I would like to sell or a service I would like to offer to the UW Music community. Is there a place I can post an ad or notice?**

The School of Music has a community bulletin board, located just inside the front doors of the Music Building, where printed notices can be posted. The School of Music is not able to print and post notices received via mail or email.