Room Reservation Policy

- This policy directs reservations on classrooms within the school of music. This includes but is not limited to rooms 27, 35, 114, 126, 212, 213, 216, 219, 223, and 313.
- The front office staff will enforce a hierarchical priority system. General guidelines for this hierarchy will be discussed herein below.
- Additional documentation and explanation will be requested for any ambiguous or vague reservation requests.
- Further restrictions will be in place during the following times when the School expects high volumes of student requests; latter half of Autumn and Winter quarters, all Spring quarter, and all finals weeks. This is to maintain availability for student degree requirements.
- The School of Music reserves the right to modify this document without prior notification, as well as accept and deny requests due to changing program needs and availability.

General Priority Guidelines

- Music Students:
  - Rehearsals:
    - Degree recitals:
      - Two 2-hour reservations in Brechemin are allowed over two weeks prior to the degree recital. These must be scheduled at the time of the recital scheduling. Additional rehearsals may be approved, but must take place in a different room.
    - Non-degree recitals: students must provide documentation that the rehearsal is working towards a planned performance.
    - Student rehearsals not working towards an academic related planned performance may not be accommodated.
  - Recording sessions: Recording sessions will be handled in a similar manner to rehearsals: documentation must be if they are recording for an event or audition. Examples could include the otherwise completed audition form.
  - Lessons: lessons should be taught primarily in the appropriate studio spaces. A valid reason must be provided if the lesson cannot be administered in the studio before a room request for alternative space is reviewed for approval.
- RSOs:
  - Musical RSOs with Music Student affiliation will be allotted one 2-hour rehearsal time per week in a classroom, excluding Brechemin Auditorium, room 126. Requests can be scheduled at the beginning of each quarter, once final classroom schedules are completed.
  - If more rehearsal time is needed, adequate reason must be presented. These requests will have lower priority, and must be presented a week prior to requested date for consideration.
- Outside groups:
  - Outside groups, including alumni groups and other UW departments, will be accommodated if feasible after academic courses and official SoM events have been addressed.