



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.
- A hierarchical priority system will be enforced by the front office staff. General guidelines for this hierarchy will be discussed herein below.
- Additional documentation and explanation will be requested from any ambiguous reservation requests.
- Further restrictions will be places during times that the School expects high volumes of student requests; Spring quarter, all finals weeks, and late Winter quarter. This is to maintain availability for student degree requirements.
- The School of Music reserves the right to modify this document without notification, as well as accept and deny requests indiscriminately.

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 a legitimate planned performance will not be accommodated.
 - Recording sessions: Recording sessions will be handled in a similar manner to rehearsals: documentation must be provided that they are recording for an event or audition. Examples could include the otherwise completed audition form.
 - Lessons: Lessons: lessons should be taught primarily in the appropriate studio spaces. Adequate reasoning must be provided as to why the lesson cannot be administered in that space before a request is approved.
- RSOs:
 - Musical RSOs with Music Student affiliation will be allotted one 2-hour rehearsal time per week in a classroom (not 126.) This can be scheduled at the beginning of each quarter.
 - If more rehearsal time is needed, adequate reason must be presented. These requests will not be given a high priority, and must be presented near the requested date (1-2 days prior to reservation.)
- Outside groups:
 - Outside groups, including alumni groups and other UW departments, will be accommodated when it is feasible and our academic courses and official School of Music events.
- Brechemin Auditorium:
 - The use of Brechemin Auditorium is restricted to UW School of Music and other approved UW events only. We cannot accommodate external requests.