

Concert Hall, PAHB 151 (Music Box) and Concert Policies

General Information about use of Concert Hall and PAHB 151

Please respect the fact that others will be using the space after your activity. The privilege of using this space is contingent upon following these policies.

1. Except for regularly scheduled classes or ensembles, activities in the Concert Hall must be scheduled in the Music Office. Only the Administrative Assistant is authorized to do this. This policy will help to avoid conflicts and confusion.
2. The Music Department at UMBC is privileged to have access to the Performing Arts and Humanities Building and its professional spaces. This building was the culmination of 10 years of planning that will allow and encourage so much wonderful music-making in the future! As a result of this opportunity, your music degree from UMBC will mean more.

It is important for us as a community to recognize and respect our PAHB home. **NO FOOD OR DRINK WILL BE ALLOWED IN THE CONCERT HALL, RECORDING STUDIOS, THE MUSIC BOX, OR REHEARSAL ROOMS** – food and drink, if spilled, will damage the equipment, floor/seat materials, as well as the ventilation.

NOTE: FOR ALL REHEARSALS IN THE CONCERT HALL, PLEASE STORE BACKPACKS AND INSTRUMENT CASES ON STAGE OR BACK STAGE ON THE SHELVING PROVIDED. FOR LARGE ENSEMBLES, WE WILL PROVIDE STUDENT MONITORS TO ENSURE SAFETY OF YOUR POSSESSIONS. Instrument cases and personal items have been damaging the wood on the concert hall seats—please help us preserve this beautiful space by following this policy!

As always, **NO FEET ON THE SEATS OR RAILINGS IN THE CONCERT HALL.**

The faculty insist on these policies – they are “no tolerance” rules. If you are observed violating either of them, you will be prohibited from using these facilities.

3. The director or sponsor of each Music event must devise a plan with Concert Coordinator Jeremy Keaton (jkeaton1@umbc.edu) to have chairs, stands and other equipment set up, and removed from the stage before and after each activity.
4. Instructors are responsible for coordinating with Jeremy Keaton to have doors opened and locked for their event.
5. Turn off the lights when you leave.
6. Students who need to use a piano or historical keyboard need to specify that when they request use of the space. Keep the piano lids closed when the piano is not in use. **PLEASE HELP US SEE THAT UNAUTHORIZED PEOPLE REFRAIN FROM USING THE INSTRUMENTS** and ask unauthorized persons to leave the room if you find them there. We must make this a joint effort and protect these expensive instruments from abuse. When the pianos are used they **MUST** be covered and locked after use. The cover should be on before moving the piano. **ALWAYS** close the lid of the piano before moving, and push from below the lid and score stand.

Audio/Video Services

Services Provided by UMBC Recording Studios

1. Each ensemble can make one free demo recording per semester. The request for a recording must come from the ensemble's faculty coach. The recording may be conducted in either the Concert Hall, Music Box, or the recording studio. Scheduling should be done at least one month in advance.
2. Senior music major students may make one free studio recording for the purposes of graduate school or employment applications. Each recording session may not exceed one hour in length. The request for the recording session should come from the student's instructor. Scheduling should be done at least one month in advance.
3. Additional demo recordings are contingent on studio and engineer availability and may require a fee to be paid.

Use of UMBC Space, Equipment, and Name

UMBC space, equipment, and name are to be used for official UMBC business only. This includes, but is not limited to departmental rooms and recording studios, instruments, chairs, stands, risers, etc.

Use of the above for consulting or other private gain (such as lessons or recordings for which a person is paid directly) is prohibited unless a formal agreement is made with the department that complies with the regulations of the University. In addition, the use of the University name implying endorsement of commercial or political enterprise is prohibited.