



## *McIntire Department of Music*

*P.O. Box 400176, University of Virginia, Charlottesville, VA 22904-4176*

### **Use of Old Cabell Hall by Student Musical Organizations Guidelines and Terms of Agreement**

#### **Application**

Student music organizations may apply to give public performances in Old Cabell Hall Auditorium, and in certain circumstances to use other spaces in the Old Cabell Hall. Space is extremely limited, and each use of Old Cabell must accord with the mission and guidelines of the Music Department.

Any student organization applying to use Old Cabell Hall must be a Contracted Independent Organization (CIO) at the University of Virginia, whose intent is musical performance. Organizations must maintain their CIO status and must comply with the guidelines set forth in the Agreement for a Contracted Independent Organization.

Use of Old Cabell Hall must be approved each academic year by submission of all required application materials (listed in the Application and Contract). Decisions to grant access are made by the Department Chair in consultation with the Director of Performance, Director of Promotions, and other staff and faculty of the Music Department. Following submission of the Application, the leadership of the Organization may be asked to attend an interview with the Department Chair and other faculty and staff.

#### **Contact**

The organization will designate one of its members to serve as the contact with the Music Department. The contact will be responsible for receiving all communication to and from the Music Department. The organization will also designate a member to be a secondary contact.

#### **Publicity**

The organization may request that the Music Department advertise its event in electronic promotional materials. Materials must be submitted no later than five weeks before the event date through the department website: <http://music.virginia.edu/publicity-form>. Advertising is contingent on timely submission of materials and availability of space. The Music Department does not provide print advertising.

## **Guidelines Governing Use of Music Department Facilities**

*Organization members will treat the Music Department facilities, equipment, and personnel (including student workers) with respect at all times. Because space in Old Cabell Hall is limited, rehearsal space is available only to departmental ensembles and other approved organizations. The Music Department's needs and those of performances in the Old Cabell Hall Auditorium take priority over any activity of other organizations. Scheduling of rehearsals is at the discretion of Music Department staff, the Director of Music Performance, and the Department Chair.*

There will be an Organization leader or designate, or a faculty advisor, present at all times during use of Music Department facilities. This leader, designate, or faculty advisor assumes responsibility for enforcing the rules listed below.

1. The Organization will not exceed the room occupancy limits set by the Fire Marshall.
2. The Organization will not open the windows, but rather will use the air conditioning devices provided.
3. All members of the Organization will leave the building at least fifteen minutes prior to the building closing time. The Organization leader, designate, or faculty advisor will make sure the door to the room is firmly locked and closed when leaving.
4. The Organization leader, designate, or faculty advisor will be required to fill out and sign a Space Reservation Form, a copy of which is attached.
5. The Organization leader, designate, or faculty advisor will make sure that the room is left clean and organized, in the manner in which it was found. Organization members will not leave any trash or personal items in the classrooms. Organization members will not move a classroom piano for any reason, and at the end of the room reservation they will return classroom equipment to its original position.
6. If an Organization member discovers a problem in a classroom, the leader, designate, or faculty advisor will report it to the Student Desk Supervisor or the Music Department Administrative Assistant, whichever is on duty, when he or she returns the key to the Music Department Office.
7. In case of emergency (the fire alarm sounding or some other emergency), all members of the Organization will immediately vacate the building and follow any instructions of emergency workers and Music Department staff.
8. The Organization will not use any practice module for auditions or rehearsals. (The occupancy limit of the modules is set at three people.) Failure to obey this policy may result in loss of individuals' module privileges.
9. If a room reservation is not needed on any occasion, the Organization's contact will notify the Chair's Assistant, as much in advance as possible, to release the room. Failure to do so may result in forfeit of the rest of the semester's reservations.

## **Violations**

Failure of the Organization or its members to comply with any of the rules will result first in a warning; a second offense may result in revocation of access (and all associated privileges) for the remainder of the school year. For a particularly egregious departure from the rules, no first warning will be given. Such situations will be dealt with on a case-by-case basis by the Chair's Assistant in consultation with the Director of Music Performance and the Department Chair.