



*University of Virginia*  
*Department of Music*  
*P.O. Box 400176, University of Virginia,*  
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**Use of Old Cabell Hall by Non-UVa Musical Organizations  
Guidelines and Terms of Agreement**

**Overview**

The following organizations have been approved to use Old Cabell Hall Auditorium and related music department facilities for performances:

Tuesday Evening Concert Series  
Charlottesville Chamber Music Festival  
Virginia Consort  
Oratorio Society of Virginia  
Charlottesville Jazz Society  
Youth Orchestras of Central Virginia

**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 (except for dress rehearsals) is available only to departmental ensembles and approved student music organizations.*

The organization's primary contact person must be present at all times during use of Music Department facilities. The primary contact person 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. The organization leader 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.
4. If an organization member discovers a problem in a classroom, the leader 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 Office.
5. 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.
6. There must be at a minimum of two weeks advance notice to arrange an event in Old Cabell Hall or Brooks Hall.
7. Each organization must register as a vendor with UVA Procurement so that we can transfer ticket revenue:  
<https://www.procurement.virginia.edu/pagevendorregistrationform>.
8. All ticketed events in Old Cabell Hall or Brooks Hall must use the Arts Box Office as their primary box office:  
<http://artsandsciences.virginia.edu/boxoffice/>.
9. The Primary Contact Person must reply to Music Department email requests for information within 24 hours.
10. Paying the rental fee does not mean that you are the boss of Music Department staff or volunteers. The renter may not assign duties to Music Department employees and volunteers.

### Violations:

Failure of the organization or of its individual 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 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.