

MUSIC DEPARTMENT FACILITY POLICIES

The Department of Music at Salem State College strives for excellence in teaching, coaching and performance. To that end, the Facilities of the Department have been designed to guarantee the optimum setting for these activities.

The practice rooms are designed for warm up, practice and performance preparation

The Recital Hall is designed for performance. The following order of priority shall be observed in the scheduling of activity in the Recital Hall

- Music Department performances
- CCPA Performances
- Department ensemble rehearsals
- Department instruction/classes
- College functions
- Non-College affiliates

The recording studio access is limited to Music Department Activity only.

POLICY REGARDING USE AND SCHEDULING OF SALEM STATE COLLEGE MUSIC FACILITIES

Persons who desire to use Music Department facilities at Salem State College (SSC) must be registered students of Salem State College enrolled in Music Department courses, or SSC Faculty or Staff. Students, faculty, and staff who desire to use the Recital Hall must contact the Office of Special Events and Conferences for availability (978) 542-7506. Only students affiliated with an SSC sanctioned student group, or an approved faculty advisor may reserve the Recital Hall.

Non-SSC affiliated individuals wishing to use the Department's facilities may inquire about availability of Department facilities and their associated fees by contacting the Office of Special Events and Conferences at (978) 542-7506.

PRACTICE ROOM POLICIES

PLEASE NOTE: Students wishing to reserve a practice room may do so by using the practice room sign-up sheet in the Music Department Office. Students must have a valid SSC ID registration sticker in order to reserve any Music Department facility. Stickers are available from the Registrar's office. Faculty, staff, and security officers are authorized to ask individuals to see their SSC ID.

1. The practice rooms will be available during Central Campus' operating hours. Rooms will not be available on days that the College is closed. Any changes in the hours of operation will be posted in the Music Department.
2. All practice rooms are available on a first-come first-serve basis. Sign-up sheets will be available in the Music Department office. Any room left unattended for longer than 15 minutes may be claimed by another student. Leaving books and music in a room does not mean that the room is occupied. **Salem State College is not responsible for items and materials left unattended in practice rooms.**
3. Under no circumstances will undergraduate non-credit private teaching be permitted in any practice room, or any Music Department facility, without adhering to the Policy Governing use of College Facilities
4. Damage or vandalism of property belonging to the College or others is prohibited and may require restitution as well as subject persons responsible to disciplinary and/or legal action.
5. At **NO** time may students store equipment in practice rooms. Equipment is to be stored in the proper facilities, i.e. lockers, the storage room, dorm rooms. Equipment must not be left setup when not in use.

6. No food or drink is permitted in practice rooms.
7. Pianos, or any other equipment, must not be moved into, or removed from, the practice rooms without permission from an authorized member of the Music Department. Music racks on the pianos, benches or chairs as well as music stands should not be exchanged.

GENERAL RECITAL HALL POLICIES

1. The Recital Hall is subject to Salem State College's Campus Facilities Policy, which can be found on the Office of Special Events and Conferences' web site.
2. The scheduling of the Recital Hall will be facilitated by the Office of Special Events and Conferences in conjunction with the Music Department Staff Assistant.
3. The Recital Hall is available for non-Music Department events, however Music Department events will take precedence over non-Music Department events. Events will be prioritized as listed above.
4. Handicap access to the Recital Hall is available through the left rear door of the Hall. This door is available only for handicap access and must remain closed when not in use.
5. Lighting in the Recital Hall may only be set by the Music Department Staff Assistant, or an authorized representative of Salem State College.
6. Informational signs about Music Department Performances may be posted on the large bulletin boards located in, or near, the Music Department Office with Departmental approval. Material placed in other areas on campus must have an official SSC stamp, which may be obtained through the Office of Campus Center Programs and Services, Room 222, Ellison Building. Material posted on any bulletin boards without proper authorization will be removed.

RECITAL HALL USAGE POLICIES

1. Under no circumstances will use of the Recital Hall without prior permission from the Office of Special Events and Conferences and the Music Department Staff Assistant be tolerated. Unauthorized use of the Recital Hall will be subject to disciplinary procedures.
2. Under no circumstances will non-credit private teaching be permitted in the Recital Hall without authorization from the Office of Special Events and Conferences and the Music Department Staff Assistant. A rental fee will be assessed.
3. Scheduling of support staff, i.e. ushers, ticket takers, for non-Music Department events will be the responsibility of the SSC department, or outside organization, using the facility. Coordination of support staff for outside events, i.e. stage manager and/or other pertinent backstage staff, will be the responsibility of the Office of Special Events and Conferences in conjunction with the Music Department Staff Assistant. When applicable, recording staff will be provided by the Music Department. Expenses incurred from an event will be the responsibility of the SSC Department, or outside organization, using the facility and will be charged accordingly per the College's Reservation/Facilities Policy.
4. Patrons are not allowed to bring food or beverages into the Recital Hall, and ushers working an event must ensure that this policy is enforced.
5. Clients may have beverages in the Recital Hall Green Rooms and may have capped, bottled water in plastic containers on stage; no glasses, cups, or glass containers are permitted on stage.
6. Clients requiring sound reinforcement or audio recordings of their event must submit a Recording Services request form and stage plot to the Office of Special Events and Conferences and the Music Department Staff Assistant at reservation time. Requests made after the reservation of the hall will not be honored.
7. Clients wishing to videotape their event must obtain prior approval from, and make special arrangements through, the Office of Special Events and Conferences and the Music Department Staff Assistant. No videotaping of an event will be allowed without the consent of Salem State College.
8. Clients must arrive at the Recital Hall at least two hours prior to their performance in order to facilitate load-in and set-up of the venue.
9. Clients are expected to vacate the premises no later than one hour after their performance is completed.
10. Clients will be responsible for obtaining proper parking permits for the Central Campus Parking Lot. Salem State College will not be responsible for illegally parked vehicles.
11. Clients are expected to leave the Recital Hall and its adjoining facilities in good condition.
12. Clients may not attach anything, lean any items against, or lean, themselves, against the Recital Hall walls.

13. Clients may not arrange, or move any equipment in the Recital Hall without the permission of the Music Department Staff Assistant or an authorized representative of Salem State College.

SOUND REINFORCEMENT

The Recital Hall contains a high-quality, built-in sound system that is adequate for vocal and instrument amplification. In the event additional reinforcement is necessary, costs may be incurred by the client for the rental of any additional equipment.

RECORDING

Recital Hall recordings and the production of master recordings are ordered through the Office of Special Events and Conferences and the Staff Assistant of the Music Department. Charges for these services may be assessed and vary according to the individual requirements of each event. A current copy of the Recording Services Rates may be obtained at time of reservation through the Office of Special Events and Conferences.

Copyright laws prohibit the personal recording and taping of live performances without the permission of the composer. The Music Department at Salem State College is not responsible for supervising the performers' or composers' copyright.

RECORDING POLICIES

The SSC Recording Studio is responsible for recording and sound reinforcement requests for the Recital Hall. Audio Service Requests can be made through the Office of Special Events and Conferences and the Music Department Staff Assistant. The work is performed primarily by the department's staff assistant, and/or Music Department students under faculty or staff supervision. Fees may be required for services rendered, consult with the Office of Special Events and Conferences for fee information. Assessed fees are well below those of private facilities, thus benefiting both the clients and the engineers. All monies received are directly applied towards the maintenance and upgrade of the recording studio. The SSC Recording Studio provides an opportunity for students to learn in a professional environment.

In order to provide the smoothest and most reliable service possible, the following policies have been established:

1. Recording services are available to both the College community and other organizations, but are limited to the Salem State College Recital Hall.
2. ALL recording services for a performance are scheduled on an as-needed basis and, when applicable, must be paid for in advance. The SSC Recording Studio will make every effort to facilitate a non-paying recording request, however, if necessary, the recording of a performance may be superseded by the need for the staff to facilitate said performance. All requests for recordings are arranged through the Office of Special Events and Conferences in coordination with the Music Department Staff Assistant.
3. All Audio Service requests must be ordered in conjunction with the reservation of the Recital Hall. Any requests made after the reservation of the Recital Hall WILL NOT be granted.
4. Clients must submit a completed Audio Service request, along with a stage plot, to the Office of Special Events and Conferences and the Music Department staff assistant. Clients must also provide media to the department for their final 2-Track master. The Department WILL NOT provide media for a performer's final master recording. Acceptable media formats are CD-R or DAT Tape. Clients should contact the Music Department Staff Assistant for other media options that may be available.
5. Multi-track Master recordings, master project files, and final master recordings remain the property of Salem State College and are archived in the Music Department. Copies of the Multi-track project files are not available for duplication, or distribution.
6. The SSC Recording Studio will provide the client one copy of his/her performance. Two copies will also be produced for archival purposes and will be stored in the Music Department's library. Every attempt will be made to expedite the production of a finished product, however, recordings may not be available for as long as two to four weeks after an event.
7. Clients will be responsible for all other duplication needs.
8. Clients may not distribute, or duplicate, Salem State College Recordings for commercial use without written consent from Salem State College.
9. In the event that a performer prefers to hire an outside engineer, the performer is responsible for

ensuring that the Office of Special Events and Conferences and the Music Department Staff Assistant receive demonstrable proof of credentials, proper training, and adequate insurance coverage from that engineer.

10. The SSC Recording Studio is not responsible for supervising the performers' or composers' copyrights. All requests for recording require that the client sign a statement that (s)he accepts liability for clearing copyrights.

11. The Salem State College Recording Studio is not responsible for videotaping ANY performance. Special arrangements for videotaping an event must be made through the Office of Special Events and Conferences and the Music Department Staff Assistant.

12. Only authorized students are allowed access to the SSC Recording Studio. No students are allowed in the studio without a faculty member, or authorized staff member, present.

13. No food or drinks are allowed in the SSC Recording Studio Control Room. To ensure the safety of those using the Studio Ensemble Room, and to prevent damage to the room and its equipment, only capped bottled water in plastic containers is allowed in the Studio Ensemble Room; no glass containers are allowed in the Ensemble Room.

14. The studio must be cleaned, and all microphones, cables, and any other equipment properly stored.

15. Until further notice, the Recording Studio will only be available for scheduled music department classes and Recital Hall events.

PIANO SERVICE

Users who require sonic or mechanical service for pianos may contact the department secretary, or the staff assistant. The Music Department will make every effort to maintain the tuning and upkeep of department instruments. Upon occasion, a fee may be assessed for piano service.

COMPUTER/MIDI LAB POLICY

1. Hours of operation for fall and spring semesters are determined by the Academic Master Schedule. Hours of operation for Winter Session and Summer classes will be arranged on an as needed basis.

2. Only students enrolled in the Music Department Classes at Salem State College and authorized personnel are permitted to use the lab. In order to use the facilities, students must have a current semester validation sticker on their SSC ID. Students must present their ID to the lab attendant and sign the logbook in order to access the lab.

3. Students must use headphones at all times when working with the keyboards in the lab.

4. Viruses can cause problems in any computer environment; therefore students are prohibited from downloading anything from the Internet to their workstation. Anti-virus software is provided to keep lab computers virus-free.

5. Students working on assignments for music classes will have priority over others; however, total time on a computer/keyboard is limited to one hour whenever other music students are waiting to use a machine.

6. Damage or vandalism of property belonging to the College or others is prohibited and will require restitution as well as disciplinary and/or legal action.

7. No one has the authority to copy any software from the computers in the labs. The software is copyrighted material, and anyone caught stealing software from the lab will be prosecuted.

8. No one may disconnect or re-configure **anything** in the lab at any time without written permission.

9. No food or drink is permitted in the lab at any time. Smoking is prohibited in all College buildings.

10. This computer/MIDI lab is among the finest in the College and represents a sizeable investment of time and money, please do your part to maintain it at all times.