

UCD School of Music Policy on using the Music Practice Facilities

Music Practice Facilities

The Music practice facilities are now available to UCD music students, Ad Astra Performing Arts Scholars, non-music students taking one or more music modules, and non-music students who play at an intermediate level and do not have practice facilities in their accommodation.

All students using the Music practice facilities must gain permission from the School of Music Administrator.

Student Access: Permission and Conduct

All students must complete the 'Permission to Practise Form' that is available from the School of Music main office and the School of Music website. This form must then be submitted to and approved by the School Administrator in J301.

The following rules of conduct are strictly enforced:

1. Use of the practice facilities is limited to serious study only – use of these rooms for recreational purposes of any kind is not allowed.
2. Use of our pianos and keyboards is a privilege, and the instruments must be treated with care – if any damage is caused, this privilege will be revoked.
3. Likewise, the rooms themselves must be treated with respect. *Consumption of food or drink is not allowed in the rooms.* Any rubbish must be placed in bins. The other furniture in these rooms should not be moved.
4. Students who provide access to other students who are not approved to use the facilities will be barred from further use of these rooms.
5. The code that is used to access the Newman Building practice rooms must not be disclosed to other students who are not approved to use the facilities.

The use of the practice facilities is a privilege for students and failure to adhere to the rules of conduct will result in suspension of permission to use these rooms. The practice rooms will be monitored from time to time.

Practice Room Availability and Schedule:

Rooms J305, J307 and J308 in the UCD School of Music
School of Music practice room in Newman basement
School of Music rooms 1-5, Roebuck Castle courtyard

Students using J305, J307 and J308 must write their name on an available timeslot on the Schedule that is on the *Practice Room Information Noticeboard* outside the School of Music main office. Students using the Newman basement practice room do not need to write their name on the Schedule. A maximum of 4 students can access the keyboards at one time. See further information below.

- Rooms J307 and J308 are available from 5pm-10pm Monday to Friday (unless a scheduled lecture, audition or rehearsal is taking place).
- Room J305 is **only** available for Ad Astra Performing Arts Scholars from 3pm-10pm Monday to Friday (unless a scheduled lecture, audition or rehearsal is taking place).

- The Newman basement practice room is available 8am-10pm Monday to Friday, and 8am-6pm Saturday.
- The Roebuck Castle practice rooms are available 8am-10pm Monday to Friday, and 8am-6pm Saturday and Sunday.

The Newman Basement Practice Room

If you require access, please contact the School Administrator who will give you the access code. The practice room is located underneath the Blue Bird Café. From J301, take the lift/stairs to the ground floor. Walk across the ground floor to the lift/staircase beside the Arts Café. At the bottom of the stairs turn right and right again into the lockers area. The room is on the left.

Students can use their own headphones or borrow a headset and jack from the School of Music main office. To secure the return of the headset and jack, students must leave their student card with the School of Music Administrator and collect it when the equipment is returned to the office.

Note: there is no booking schedule for this room. 4 students can use the keyboards at any one time and be mindful that other students will need to use the room.

ROEBUCK CASTLE PRACTICE ROOMS - SEPTEMBER 2021

If you wish to access the practice rooms at Roebuck Castle courtyard, please drop your student ID card into the School of Music office, (room J301) by 11am on Wednesdays *only*. Student IDs are set up with access to the Roebuck building and can be collected from the School office on the same day from 12:30 noon to 4pm. Office is closed 1pm to 2pm.

Roebuck Castle Practice Rooms

Location: <https://drive.google.com/file/d/0B16weXEKpfuca1RVc1RNa3hTcnc/view>

When you enter Roebuck Castle courtyard, locate the 'UCD School of Music Practice rooms' sign on the red door. Swipe your card against the security pad on the right side of outer door and swipe your card once again on the security pad on the left side of inside door. Practice rooms 1-5 are located on the ground floor.

An online booking system is now available to book hourly timeslots in the Roebuck Castle practice rooms. Please contact the School administrator for access to the online calendars. Ensure you make your online bookings on the hour and finish on the hour. The use of the rooms will be monitored during term.

Heating will only be provided in the building during the normal university working times. Be aware of the emergency phone number 01-716 7999 in case you need to report an emergency incident.

If you wish to avail of the "**UCD Walk Safe Service**" see <http://ucdestates.ie/services/walk-safe/>. "**UCD Walk Safe Service**" is designed to assist the UCD Community by providing walking escort services from one campus location to another. Members of UCD Security, fully PSA licensed, will provide the escort as assigned by Campus Services.

The Permission to Practice Form is available at

<http://www.ucd.ie/t4cms/PRACTICE%20REQUEST%20FORM%20UCD%20SCHOOL%20OF%20MUSIC.pdf>.