

Packard Hall Music Classroom General Information

This information applies to Packard 8, 9, 16, 17, 19 and 20. Packard 12, 13, 15 and 18 are not available for general use.

- In all classrooms, academic music courses take precedence over all other uses. A schedule of room use, updated weekly, is posted on the door of each room.
- Access to classrooms is controlled by the Music Library and Campus Safety. Use is generally limited to students who are enrolled in private lessons or have department approval; e.g., piano students who require a classroom piano and other music lesson students when all practice rooms are in use. Other student users may contact the Music Department in writing to seek scheduling.
- Due to multiple users in the building, ensembles that produce loud volume cannot be accommodated in any classroom.
- The initial furniture/piano set-up must be restored when leaving the room. A diagram of each set-up is posted on the back of the classroom door.
- Beverages in covered containers may be used in classrooms. No food is allowed.
- Classrooms are to remain locked. Door stops are provided for short absences.
- Users' sessions in a classroom are **not** transferable—all users must initiate classroom use in the Music Library. Individuals may not allow other users into the room they are using. A change in occupancy must be approved and noted in the Music Library.
- Packard 19, the Percussion Room, is only available to private percussion students, or to approved students participating in the Chamber Orchestra, Concert Band, or Tiger Jazz ensembles. A list of authorized students is posted on the door. Library staff or Campus Safety will open the room for authorized students. No equipment may be moved from Packard 19 without written permission from the music faculty.

VIOLATIONS MAY RESULT IN SUSPENSION OF USE.

Packard Hall Music Classroom Use Policy

1. Classroom keys are issued to faculty, studio instructors, and ensemble directors only. No key will be issued or loaned to any student.
2. Any student music group or ensemble must be officially sponsored by a music faculty member to obtain permission to use the classrooms. The same goes for individual students. A list of sponsored ensembles and eligible students is available at the music library and the music office.
3. A faculty member who wishes to sponsor a group or individual student should do so formally in consultation with the Music Department.
4. The library staff or Campus Safety, 719-389-6707, will allow classroom access only to students whose names appear on the official list issued by the Music Dept.
5. No amplified instruments may be played anywhere in Packard Hall. Exception will be granted to a musician under the direct supervision of a music department faculty member and/or studio instructor.
6. Classroom use is not available after 11:00 p.m. Campus Safety will tour the building every night to clear classrooms.
7. For further information or inquiry, please contact the **Music Department at 389-6545, Packard 116.**

Instructions for Reserving Packard Performance Hall

1. The Hall is reserved through the Music Department office. An online Room Reservation Request Form is completed and sent to the Worner Desk, which is forwarded to the Music office. This form can be found at <http://www.coloradocollege.edu/other/wornerdesk/room-reservation-request-form.dot>
2. If the Hall is available, a Venue Request Form will be sent back to the requester. It must be filled out and returned to the Music Department. Those scheduling the event must pay for any piano tuning, stage manager and any Audio/Visual and facilities service providers.

3. Visiting groups must procure ushers for crowd management and all fire regulations must be followed regarding hall occupancy. Packard Performance Hall accommodates 299 people. The group booking the hall is responsible for ensuring that no more than that number is admitted. In addition, the group must ensure that no one is sitting in the aisles and no one (upstairs or downstairs) is blocking the exits.