

Building Access Information for Faculty and Staff

(Updated Spring 2014)

**These guidelines are subject to change at any time by the Music Operations Staff and/or the School of Music Space Committee*

Hours:

For the Music Building and Smith Memorial Hall

Academic Year: 6:00am to Midnight Monday through Sunday.

Summer and Break Hours: 7:00am to 10:00pm Monday through Sunday.

Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day: CLOSED

Building Security:

Music Building: All doors except North Library Doors are locked at 6:00pm except for special events/requests. Building is locked at 11:45pm.

Smith Hall: All doors except South ADA doors are locked at 8:00pm except for special events/requests. Building is locked at 11:45pm.

Night Monitors: Night Monitors are hired student help to monitor the building and unlock classrooms. They will ask people entering the buildings to show their University issued ID for access. Please note that they are strictly for ID check, monitoring practice rooms, and unlocking classrooms. They are not trained security guards or equipment set-up assistants.

Campus Police will enforce building hours when building is closed.

Offices

Each faculty member maintains responsibility for their own assigned office space. Although your assigned space is State property, the School of Music strives to respect the privacy of each and every office custodian in the department, and to protect individual property located on the premises. The University does not insure personal or state property.

Each faculty may be issued up to five (5) office keys without incurring key duplication charges. Keys will not be distributed to another user unless specific, written permission via email is sent to Nathan Mandel or Jim Gortner.

Other than the office occupant and their authorized users, the School of Music Operations Staff may access your office in an emergency situation, for required/needed maintenance, for inventory/state property reasons, or for special circumstances.

What to do if you lock yourself out:

- 1) During business hours: please see someone from the Operations Staff in the Properties Center (MB 1156), or the Business Office.
- 2) After hours: Please call the police non-emergency number and they will dispatch someone to assist you. (As standard police procedure they will ask for you U of I ID and/or DL for reporting purposes)

Classrooms

To reserve a room outside of regular scheduled classes, please consult the online calendar and place a request through the online reservation system.

MB 1018 – chamber music rehearsal room, grand piano, harpsichord, small classroom, alternate green room if requested for MBA.

MB 1035 – recording studio: zero-set room for classes, rehearsals, lectures, recordings, green room for recitals in MBA.

MB 1140 – seminar room

MB 1144 – basic class set-up

MB 1147 – basic class set-up

MB 1148 – convertible room for classes and rehearsals

MB 1152 – Chamber rehearsal room w/grand piano

MB 1161 – convertible room for classes and rehearsals

MB 1165 – convertible room for classes and rehearsals

MB 1172 – Music Education classroom w/basic Smart board

MB 1179 – basic class set-up

MB 1180 – large classroom, convertible for classes and rehearsals/ensemble sectionals

MB 1184 – basic class set-up

MB 1201 – “Fishbowl”: Music Comp/Theory classroom, grand piano

Library Seminar – seminar room

Smith 106 – basic class set up, 2 grand pianos

Classrooms are open during school days from **7:45am to 6:00pm**. Audio and technology access information may be obtained from the Instructional Resource Staff in MB 1156. Locking and unlocking of rooms for reservations after 6:00pm will be done by the Night Monitor. Please check in with the Night Monitor if the door for your reservation is locked.

Faculty/Staff are not issued classroom keys, except for the following:

- MB 1172/1172A: Music Education Faculty and Graduate Assistants for access to the Music Education storage room.
- MB 3003 and 3026: Office of Academic Affairs, Outreach and Public Engagement, and Admissions may receive the individual keys for these rooms.

Concert/Recital Locations

Music Building Auditorium – Reservations and access are the same as classrooms. Piano is left unlocked in Auditorium.

1201 “Fishbowl” – Available for Lecture recitals. Space request should be made on-line. Recital events will have Stage Crew. Non-recital reservations are limited to faculty use only. Students and other programs are generally are denied access. Keys are not given out for this space.

Smith Recital Hall – Reservations are made online. The piano key is available for check out for check out through MB 1156 during posted hours, or by appointment. The key may be picked up 48 business hours prior to your reservation, and should be returned the next business day following your reservation/event.

Exception: Piano Faculty may hold keys for the Smith Stage Pianos.

Smith Memorial Hall – Reservations are made online, and are available March 1, 2014 to faculty and guest artists with Director Approval. After April 1, 2014, the Memorial Room will be open to classes. (Subject to change) The room will be open 7:45am to 6:00pm during weekdays. All other times will require a key check out as outlined for the SRH piano.

Smith 25 – Reservations are made online. Room is open from 7:45am to 6:00pm during school days. Faculty and Staff are not issued keys for this room with the exception of weekend, non-recital events. The key may be picked up 48 hours prior to your reservation, and should be returned the next business day following your reservation.

Other Keys

MB 1160 technology storage – all faculty and grad students may have a key for this room. Grad students may check this key out on an academic yearly basis.

MB 1013 chair and stand storage – all faculty and grad students may have a key for this room. Grad students and selected undergraduates may check out this key on an academic yearly basis.

Mailroom/copy center(s)/Printer Rooms – all faculty may request a key.

Audio cabinet keys/combos – available to faculty and graduate students assigned to a particular space. Keys are available for a semester to semester basis.

Practice Room Information

The School of Music has the following Practice Room Designation(s)

ABAB3 – general practice room. Includes a chair, stand, and upright piano. Available to all music majors, minors, and students enrolled in lessons and/or PLP program.

ABAB5 – grand piano practice room. Available to piano and accompanying majors only.

Department Practice Areas

Harp – practice rooms designated for harp storage and practice with permission from Ann Yeung.

Organ – available to organ students with specific permission from David Robinson.

Harpsichord – available to harpsichord students with permission from Charlotte Moersch.

Percussion – practice rooms designated for percussion practice with permission from Bill Moersch.

Jazz Drums – with permission from Joel Spencer.

Specific Department Access (Please see details in *Facilities Use Handbook*)

Outreach and Public Engagement – Department head and staff will have access to the “ABA” classrooms, practice rooms, and tuition differential areas, seminar/conference rooms, MB 1176 storage, and Child Development Lab via key checkout.

Admissions – Department head and staff will have access to the “ABA” classrooms, practice rooms, storage areas for equipment, and MB 1176 storage.

ISYM – Work Crew will have access to ABA classroom and tuition differential areas and select other spaces as needed during the program. Work Crew falls under the supervision of Stephen Burian and Nathan Mandel.

Piano Division – May have additional practice room keys and Smith Recital Hall piano keys.

Audio Engineers – Will have access to ABA classroom areas and recording areas.

Conferences/Special Events – Please contact Nathan Mandel/Jim Gortner for details. Generally, this may involve the checkout of an ABA key, extra practice room keys, or to request a Business/Operations Staff to be on call.