Performing Arts Practice Rooms Use Policy

Practice Rooms Use Policy & Reservation Form (MA111, MA112, ED040)
Practice Rooms are available to USF students for rehearsal. The primary purpose for the room is to provide space for rehearsals, auditions or similar activities, related to Performing Arts Program.

Practice Room Access
Any currently active USF student who is participating in a performing arts class or activity who completes the Practice Room Use Contract is eligible to use the rooms. Activation must be renewed in person at the Performing Arts Office at the beginning of the academic year.

Reservations are taken on Friday from 10am-2pm for the following week, 4 hours maximum per week per space per student. Access to the MA practice rooms is restricted by card locks—make sure to bring your USF ID to access the practice rooms.

Weekly reservations are displayed on the doors outside these spaces. When not reserved for lessons, the room is always available on a first-come, first-serve basis. Please note both buildings open at 8am and close at 10pm Monday through Sunday and rehearsals must end by the time the building closes.

Misuse or lack of adherence to this Practice Room policy could result in a $100 fine and/or revocation of Practice Room privileges as determined by the Performing Arts Department. If warranted, disciplinary action for students will be referred to the Office of Student Conduct, Rights and Responsibilities.

I have read and understand the expectations detailed in this Practice Room Use Policy (second page) and Reservation Form. I agree that I will abide by the policies and procedures contained therein.

____________________  ______________________  ______________________
Responsible Party (print)  Responsible Party (signature)  Date

____________________  ______________________  ______________________
USF ID Number  USF Email  Cell Phone

For office use only

CWID Activated: ______________________  ______________________
Date  Initial

If confirmation is needed: Confirmed Participation in PASJ: ______________________

Signature of faculty member
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If any damage or cleaning costs occur, the person reserving the room will be held liable to cover 100% of these costs. The charge will be applied to the USF student’s account for payment due.

All equipment in the Practice Room must stay in the same configuration indicated on this sheet and posted in each room. Chairs are the only items, which can be moved and must be returned to their original position after use.

No food is permitted in the Practice Room. The only beverage allowed is water contained in a bottle with closable lid. No open containers are permitted. Water should not be placed on pianos.

Remove all trash from the room at the end of the reservation period.

Any damage, trash, or disorder should be reported prior to the start of usage period to Ellen Maloney in MA 201 (422-5979) during regular business hours or Public Safety (422-4222) on weekends/afterhours. Student(s) who use the space but fail to report damage/disorder may be held responsible for the repair/cleaning cost.

The reserving party is responsible for any guest using the Practice Room during the usage period.

When the reserving party is finished in the room, s/he must leave the Practice Room locked. If the door lock is not working properly, contact Ellen Maloney in MA 201 during regular business hours (422-5979) or Public Safety (422-4222) on weekends/afterhours.

If any emergency arises, contact Public Safety using the emergency response phone number: (415-422-2911).

All furniture must be restored to the standard layout prior to the end of your rehearsal, including returning all props to the prop cabinet. Please see the room. Please refer to the the room layouts below.

Misuse or lack of adherence to this Practice Room policy could result in a $100 fine and/or revocation of Practice Room privileges for a designated period of time (e.g., the semester, academic year, etc.) as determined by the Performing Arts Department. If warranted, disciplinary action for students will be referred to the Office of Student Conduct, Rights and Responsibilities.

Remove all paper, water bottles, etc. from Practice Room. If modified, reset the room chairs back into the original configuration. Turn off room lights. Lock/secure the Practice Room door.