

APPENDIX C

MASON HALL Recording Session Policies (March 15, 2006)

The purpose of this document is to set forth the policies for recording sessions to be held in Mason Hall which includes Rosch Recital Hall and Diers Recital Hall.

Scheduling

Scheduling of Rosch Recital Hall and Diers Recital Hall for recording sessions shall follow the policies as stated in the Mason Hall Policies (ver. March 31, 2005) and the Tönmeister Association Survival Guide (2005-2006).

Recording sessions in Rosch or Diers shall not be scheduled during student recital preferred times (see Student Recital Request Form). However, sessions may be scheduled if the requested hall is available within 30 days of the requested session.

Recording Session Groups

The following groups have been identified for purposes of determining rehearsal and recording times.

SRT students: Shall follow established Tönmeister Association guidelines for class assignments and projects.

School of Music students: Shall follow the Rehearsal Time Allotment by Event Type for rehearsals and recording sessions.

School of Music faculty: Shall follow the Rehearsal Time Allotment by Event Type for rehearsals and recording sessions. When necessary, additional rehearsal/recording time may be allotted.

Recording Engineers

Must be Sound Recording Technology (SRT) majors or approved by the Chair of the Sound Recording Technology Department.

Recording Sessions when Mason Hall is closed

It is understood that recording sessions are often scheduled when Mason Hall is officially closed. SRT engineers, desk managers and musicians shall follow the policies as stated in the Tönmeister Association Survival Guide (2005-2006).

Access

All rooms (except for general practice rooms) in Mason Hall are to be kept secure at all times. Students may check out a key for temporary use for classrooms, rehearsal rooms, etc. from the Music Office. Sometimes the faculty wishes that keys be issued to students for regular access to specific rooms. In such cases, the Music Office coordinates the approval system, and the student is required to pay a refundable cash deposit.

Non-public access to Rosch Recital Hall is by use of an authorized Key Card. No traditional key will be issued. The Director delegates security to the Director of Facility Operations, who is to monitor the activities of the Hall and unlock doors for public events.

SRT access to Mason Hall when the building is closed shall follow the policies as stated in the Tönmeister Association Survival Guide (2005-2006).

Climate Controlled Hall

Rosch Recital Hall is a climate controlled hall (temperature and relative humidity). Please keep all doors to the hallways closed at all times, except when loading-in or -out.

Lights

To help control the high expense for light bulbs in Rosch and Diers Recital Hall, please use the rehearsal lights during recording sessions.

Smoking, food and drink

No smoking is allowed anywhere in Mason Hall. No alcoholic beverages are allowed anywhere in Mason Hall. There are no foods or beverages of any type (except bottled water) allowed in Rosch or Diers Recital Hall.

Cleaning

To help maintain Mason Hall for years to come, time will be set aside each day during third shift to allow the janitorial staff time to clean the facility, especially Rosch Recital Hall. Specific times will be determined in consultation with the janitorial staff.