

# **DePaul School of Music Alumni Practice Room Policies & Guidelines**

**DePaul School of Music (SOM) alumni are eligible to use the designated music practice rooms (C135 & C136) on the first floor of the Holtschneider Performance Center.**

***Hours of Operations: 7:00 a.m. – 10:00 p.m., Monday – Sunday (excluding university holidays).***

## **PROCEDURES:**

1. In order to use the music practice rooms, alumni **must** obtain an Alumni ID card. See the [Alumni ID Card website](#) for information on this.
2. To reserve an alumni practice room, email **Julia Miller** ([jmill170@depaul.edu](mailto:jmill170@depaul.edu)) with the following information **at least 2 business days before your desired reservation**:
  - a. Name
  - b. ID number
  - c. Dates/times requested
3. Julia will confirm availability and the room number of your reservation.
4. Once confirmed, you may enter the space at your allotted practice time by swiping your alumni ID outside of the reserved practice room door. You do not need to check-in prior to utilizing your room.

Practice rooms are located along the west hallway, just off the 1<sup>st</sup> floor lobby of the Holtschneider Performance Center (2330 N. Halsted St.). Each practice room is equipped with an upright piano, a chair, and a music stand. No additional instruments or equipment can be provided by the SOM.

## **POLICIES:**

- Booking requests must be sent at least 2 business days in advance to guarantee a response.
- Bookings may not be made more than 2 weeks in advance.
- Alumni may reserve up to 2 hours per day.
- **Alumni practice rooms are to be used for personal practice only – teaching is strictly prohibited.**
- Food and beverages, other than water bottles, are prohibited within the practice room.
  - Water bottles are not to be placed on the pianos under any circumstances.
- DePaul University is not responsible for damages to university property that occurs during room usage.
- DePaul University is not responsible for lost or stolen items in unattended practice rooms.
- Reservations are at the discretion of the Facilities Manager and are subject to availability and university-wide closures and holidays.
- These guidelines are subject to change if the demand of the Alumni Practice Rooms grows.

**Any and all questions and concerns should be sent to Julia Miller, Facilities Manager – [jmill170@depaul.edu](mailto:jmill170@depaul.edu).**