Revisions to Auer Hall Scheduling Policies

Approved by PCC, October 20, 2010 and November 17, 2010

1) Auer Hall will be reserved for Organ Department instructional use and faculty practice between the hours of 8 a.m. to 2 p.m. on Monday, Tuesday, and Wednesday during the fall/spring semesters; and 8 a.m. to 12:30 p.m. on Thursday and Friday in the fall/spring semesters; and from 8 a.m. to noon, Monday through Friday, during the summer sessions.

2) Competitions may take place in Auer Hall prior to Thanksgiving break in the fall semester, and April 1 in the spring semester. Auditions, with the exception of organ entrance auditions, will not be scheduled in Auer. The hall will be reserved for organ entrance auditions on the Friday and Saturday of audition weekends from 7 a.m. to 5 p.m; time will be released if the number of auditionees permits.

3) Student non-degree recitals will not be scheduled in Auer.

4) Three composition departmental recitals may be scheduled in Auer Hall each semester, with only one in April.

5) Undergraduate non-organ degree recitals may take place in Auer Hall only in September and October (fall semester), and only in January and February (spring semester); undergraduate organ degree recitals may take place at any time in either semester, following established policies. Undergraduate degree recitals for majors in any program may be scheduled during the second summer session.

6) All performance and composition MM, PD, AD and DM recitals may be scheduled in Auer, following established policies. With the exception of DM and AD organ majors, only one recital per student per semester may be scheduled. DM and AD organ majors must play at least one of their recitals during the first six weeks of the fall or spring semester, or during seventh or eighth week of Summer Session II. Organ majors in all degree programs will be allowed one sixty-minute dress rehearsal in addition to their regularly-scheduled practice time. All organ department hearings will be scheduled during the weekly department hours in Auer listed in (1).

7) For any ensemble that performs in Auer Hall: one two-hour dress rehearsal per ensemble per concert may be scheduled; a second dress rehearsal may also be scheduled if this is done at the beginning of the semester. Before the beginning of the academic year a schedule of ensemble dress rehearsals that need to take place during the organ department’s reserved time [see (1)] will be distributed to the department so that adjustments can be made to organ class schedules in advance. On affected weeks the organ department will be given priority in re-scheduling interrupted activities on one of the remaining weekdays, if time is available. There will be no more than one monthly adjustment per ensemble, and all other activities, such as additional dress rehearsals or recording sessions, will be scheduled during available free time in Auer, not during organ department’s reserved time.

8) The Performance Coordinating Committee will review and approve the dress rehearsal schedules for all ensembles.

9) To make the necessary time available in the hall, two student recitals per evening will be permitted in Auer Hall on evenings when a faculty recital or ensemble concert is not scheduled; the start time for the evening recitals will be 5:00 and 8:00 p.m. In the event of recitals or concerts of long duration, or in the event of conflicts with other major events that also start at 8:00, a start time of 7:00 p.m. will also be considered on a case-by-case basis.

10) The Saturday and Sunday start times for recitals in Auer will be 2:00, 4:00, 6:00 and 8:00 p.m.
(11) Due to the increased number of back-to-back recitals, the usual post-concert greeting of performers must be moved from the Auer backstage area to another area of the building. The Performance Coordinating Committee will seek the help of the Student Representative Committee in planning this change and informing students.

(12) Faculty, guest, and ensemble recording sessions shall follow the established recording session guidelines passed by the School of Music Council in February 2005. Recording Arts student recording sessions will be allowed during the 10:00 p.m. – midnight slot with the approval of the Director of Recording Arts.

(13) Organ tuning and maintenance will occur between midnight and 8 a.m., Monday-Sunday. Piano tuning and maintenance on weekday mornings will continue, with pianos moved off-stage behind closed doors when the organ is in use. It is understood that the organ department can request exceptions for special events, such as recital hearings, recording sessions, and on entrance audition days.

(14) These policies are subject to review by the Performance Coordinating Committee at any time.

Additional Policies

(15) Organ lesson rota: item (1) allows for 16 hours per week for organ department teaching, hearings, and a minimum of two hours of practice time for each faculty member each week. Organ faculty members will teach their students one out of every three weeks in Auer and will use MA406 and 407 on intervening weeks. Organ department reserved times not used for teaching will be assigned in an equitable manner by the department faculty.

(16) After-hours access: In order to make the best use of Auer Hall and the Fisk organ, all authorized persons (currently-enrolled degree students, faculty, the organ curator, and guest artists) will be given key-card entry privileges after hours. The Coordinator of Facilities will create a policy regarding the rights and responsibilities for everyone who holds an after-hours key card. Any person violating this policy will stand to lose practice privileges for the duration of the semester.

(17) Practice hours: The organ department will be responsible for developing a policy regarding the equitable assignment of after-hours practice times and the distribution of hours designated “open.” Additional practice time during hours other than those reserved by the organ department may be scheduled by faculty, students, and guest artists through the Recital Hall Scheduling Coordinator following established policies.