Cornell University Percussion Department

Room Policies — 2013-204

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Rooms

**B23** is the office and teaching space of the Director of Percussion. Access to this room will be granted to section leaders/principals in concert band or orchestra, private lesson students, and percussion ensemble members. A non-refundable $40 fee will be charged each semester for ID coding, and will give 24-hour access to Lincoln Hall and to B23. This room is to be used only for individual practice and percussion group rehearsals with consent of the director. Any misuse of the room will result in revoked access.

**B15** is the storage facility for primary percussion instruments used in concert band and orchestra. Instruments must be returned to B15 and stored properly after each rehearsal.

**B20** is the large rehearsal room used by the percussion ensemble. Instruments residing in B20 must be returned to their proper area against the wall at the end of each session. All chairs and stands must be put away and the room must be clean for the next group.

**Bailey Hall** is the large concert hall used for rehearsals by the Steel Band and World Drum and Dance Ensemble. All instruments, hardware, and benches must be returned to their proper storage area **B13** after each rehearsal. Mallet instruments and timpani are to be covered and all stands, drums, and hardware stored on provided shelves. Members of the Steel Band and WDDE may have ID card access to B13 for practice purposes. Failure to keep B13 orderly or other misuse of the room will result in revoked access.

Practicing

Practice in rooms B23 and Bailey Hall B15 is available on a first-come, first-served basis. In the event of repeated conflicts, a sign-up system may be employed by the director to ensure practice time for each student. No practicing will be allowed in B23 during private lesson times. Other rooms available at Lincoln Hall for practice on a limited basis include B20, B21, B11, and B08. Keys and schedules for these rooms are available in the music department office during regular business hours. Lincoln Hall B15 (the storage room) is **NOT** to be used as a practice space under any circumstances.
The **Malletech 5-octave marimba** is to be used for performance literature, and is used only by permission of the director. When not in use, it is stored in B15, covered, and with wheel locks engaged. Nothing shall be placed on top of the instrument. The marimba will not be removed from Lincoln Hall without the permission of the director.

**Instrument Usage**

Percussion instruments are available to percussionists participating in department-sponsored ensembles. Others requesting use of percussion instruments must make arrangements with the director.

Sections leaders and private lesson students may leave personal items (mallets, music, etc.) on the shelves in B23. Others are encouraged to rent locker space, available through the department of music.