



**The University of Alabama School of Music
Frank Moody Music Building
Room Reservation/Booking Policies and Procedures**

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The University of Alabama School of Music Frank Moody Music Building Room Reservation/Booking Policies and Procedures

Reservation policies of space within the Frank Moody Music Building:

1. The Frank Moody Music Building is primarily scheduled and programmed for the purpose and mission of the School of Music, College of Arts and Sciences and The University of Alabama. These activities include:
 - Academic Classes/Courses
 - Large Performance Ensemble – Rehearsals
 - Large Performance Ensemble – Performances
 - Chamber/Small Ensemble – Rehearsals
 - Chamber/Small Ensemble – Performances
 - Student Recital – Setup and Rehearsal
 - Student Recital – Performances
 - Student Recital – Receptions
 - Recording Sessions
 - Guest Artist/Endowed Chair Events
 - Special Events
 - Meetings
 - Outside Agency Rehearsals, Performances and/or Conferences
2. The Event/Venue Management Office housed within the University Bands Office will take requests on a case-by-case basis for reserving space in the Frank Moody Music Building. Only the School of Music Director or Event/Venue Coordinator may approve, confirm, cancel or alter booking requests.
3. Reservation requests will be assessed on availability, impact on facility, displacement of other faculty members/instructors and type of activity. The School of Music Director and Event/Venue Coordinator reserve the right to deny a request based on any of the previous mentioned items.
4. Fees (for outside agencies) will be assessed in accordance with the current rental fee structure.

Reservation procedures of space using Yarooms and/or email:

ABSOLUTELY NO RESERVATIONS WILL BE MADE IN PERSON OR OVER THE PHONE; ALL REQUESTS MUST BE SUBMITTED VIA YAROOMS (School of Music Faculty/Studio Instructors) OR VIA EMAIL (Non-faculty members and/or students).

1. The School of Music maintains functional responsibility of the Frank Moody Music Building. The School of Music establishes all policies for rental and reservation of any

room of the Frank Moody Music Building in accordance with The University of Alabama, College of Arts and Sciences and Board of Trustee regulations and policies.

2. All School of Music Faculty/Instructors have a Yarooms account and can login using their Yarooms credentials to view space availability and submit requests for room reservations.

STEP-BY-STEP YAROOMS RESERVATION PROCEDURES

1. Log into your Yarooms account
2. Select the desired view (monthly, weekly or daily)
3. Search the desired date by clicking on the date located at the top of the page
4. Once the desired date and time are found, click on the “+” button to make the request
5. Select the ‘Meeting Type’ in the first dropdown box
 - Class/Course
 - Chamber/Small Ensemble – Performance
 - Chamber/Small Ensemble – Rehearsal
 - Event
 - Large Performance Ensemble – Performance
 - Large Performance Ensemble – Rehearsal
 - Meeting
 - Recording Sessions
 - Student Recital – Performance
 - Student Recital – Reception
 - Student Recital – Rehearsal
 - Student Recital – Setup
6. Enter the event title in the ‘Meeting Title’ box
7. Select the space/room from the dropdown box
8. Select the start time
9. Select the end time
10. Enter a detailed description in the “Description” box
Examples: Student Flute Recital Rehearsal
Wind Ensemble Dress Rehearsal
Contemporary Ensemble Concert

- A. Academic Classes/Courses will be scheduled using ASTRA per the University of Alabama policy. Once the class/course schedules have been confirmed and space needs have been submitted via ASTRA, the Event/Venue Coordinator will transfer all information into the School of Music Yarooms account.
- B. Large Performance Ensemble rehearsals and performances (i.e. Wind Ensemble, Symphonic Band, Concert Band, Huxford Symphony Orchestra, University Singers, University Chorus, Women’s Chorus and Jazz Ensembles) will be scheduled by the Event/Venue Coordinator after the Large Performance Ensemble planning meeting that will take place the second week of February each year.

C. Chamber/Small Ensemble rehearsals and performances (i.e. Contemporary Ensemble, Jazz Combo, Chamber Winds, Woodwind Quintets/Trios, Brass Ensembles/Choirs, Percussion Ensembles and String Quartets) will be scheduled by the Event/Venue Coordinator after the Chamber/Small Ensemble planning meeting that will take place the third week of February each year.

D. Beginning Fall 2017 we have a new procedure in place to schedule student recitals. This new process will apply to **both undergraduate and graduate students**. We have redone the “Recital Intake Form” so that it now applies to all levels of study. Students wanting to schedule a recital will need to go through the following steps to secure a recital time:

- Student will pick up a Recital Intake Form and fill out in the main office.
- Student will have their applied instructor verify that they can attend by signing the form.
- Student will return the signed form to Cassandra Flores-Everett in the main office.
- Mrs. Flores-Everett will book the time in Yarooms and forward information to Music Services and Mr. Nails.
- The recital will be approved in Yarooms and the Music Services office will schedule staffing for the event.
- In the event that the booking cannot be approved (conflict) the student will be notified within 48 hours that they need to secure a new time.
- Students should note that a booking will include a 2-hour block that will begin one hour prior to their recital start time for set up. The following times will be available in the Fall on a weekly basis, in accordance with the University of Alabama Academic Calendar:

Monday: No times available (Tuba Studio)

Tuesday: 5:30 & 7:30

Wednesday: 5:30 & 7:30

Thursday: 5:30 & 7:30

Friday: 5:30 & 7:30

Saturday: No times Available (Football season)

Sunday: 1:00, 3:00, 5:30 & 7:30

E. Guest Artist/Endowed Chair bookings should be submitted by the School of Music faculty member/studio instructor. Should faculty members/studio instructors wish to have a guest artist/endowed chair visit, all School of Music policies and procedures regarding contracts, professional service agreements, etc. must be facilitated through the School of Music and Music Services Office. All room/space reservation will be facilitated through the Event/Venue Management Office.

- School of Music faculty members/studio instructors may submit a room/space reservation request for guest artist/endowed

chair visits via email to the Event/Venue Coordinator. Once a request has been received, the Event/Venue Coordinator will enter them into Yarooms as “pending” until all negotiations and agreements are concluded and dates/times have been confirmed with all parties involved.

- School of Music faculty members/studio instructors may request multiples dates/times for the room/space reservation requests so that all parties involved have options during negotiations. All requests will be entered into Yarooms and remain “pending” until the desired dates/times have been agreed upon by all involved.
 - “Pending” Yarooms reservations will expire after 30 days. Should negotiations between School of Music faculty members/studio instructors and guest artists/endowed chairs need to continue past the 30-day “pending” reservation deadline, communication to the Event/Venue Coordinator requesting an extension should be made as soon as possible to avoid the “pending” reservation expirations.
 - The use of “pending” Yarooms reservations will help avoid double booking issues, allow multiple options for dates/times to have the guest artist/endowed chair on campus and prevent other parties from booking the room/space as well as dates/times.
3. Non-faculty members and/or students should contact the Event/Venue Coordinator, Beth Simmons at elizabeth.simmons@ua.edu for space availability and reservation needs throughout the academic year. **ABSOLUTELY NO RESERVATIONS WILL BE MADE IN PERSON OR OVER THE PHONE; ALL REQUESTS MUST BE SUBMITTED VIA YAROOMS (School of Music Faculty/Studio Instructors) OR VIA EMAIL (Non-faculty members and/or students).** Documentation of all space/room booking requests and confirmations will prevent double booking and confusion, therefore we must have documentation (email chains) of all space/room booking requests. Once the request is received by the Event/Venue Coordinator via email, availability will be researched in Yarooms, space/rooms will be booked (if available) and a confirmation document will be attached to the original email and returned to the individual submitting the request. This procedure will ensure that all parties involved have documentation regarding their booking request. The documentation will contain all details regarding the event along with a timestamp to help prevent miscommunication and double bookings.
4. The School of Music Director and/or Event/Venue Coordinator reserves the right to deny a reservation based on schedule availability or with reasonable justification that the intent of space usage within the Frank Moody Music Building is contrary to the mission of the School of Music, College of Arts and Sciences and The University of Alabama.

5. Reservations will be taken on a first-come, first-serve basis. **All School of Music events requested by faculty and/or students, University Departments and/or University functions will take precedence.**
6. Any large scale or after hours event will require a representative from the organization to meet with the Event/Venue Coordinator prior to reservation confirmation.

Reservation of space/rooms time frames:

Please note that the time frames listed below are guidelines. Requests may not be able to be accommodated if adequate notice is not received; additional fees may also be incurred (*outside agency rentals only*).

- School of Music Large Performance Ensembles
Spring Semester prior to next academic year (February)
- School of Music Chamber/Small Ensembles
Spring Semester prior to next academic year (February)
- School of Music Academic Classes/Courses
Spring Semester prior to next academic year (May)
- School of Music Guest Artists/Endowed Chair
Spring Semester prior to next academic year (April)
- School of Music Student Recitals (setup, rehearsals, performances, receptions)
at least 2 weeks prior
- School of Music Meetings
at least 2 weeks prior
- Special Events
at least 1 month prior
- Outside Agency Requests
at least 2 months prior

Space/Room Usage Policies:

- It is the responsibility of the individual(s) who reserve and use any space/room in the Frank Moody Music Building, to return all facilities used in their original condition.
- Room set-ups and tear-downs are the responsibility of the individual(s) who reserve and use any space/room in the Frank Moody Music Building. The Moody Music Concert Hall stage will remain cleared of all equipment, chairs, stands, etc. at all times. Individual(s) who reserve and use the Moody Music Concert Hall stage are responsible for setting up any equipment, chairs, stands, etc. prior to the scheduled event and must clear the stage after the scheduled event, returning all equipment, chairs, stands, etc. to their original storage locations.
- Spaces/rooms must be left in the condition they were found. All trash must be placed in the trash bags provided by the School of Music Housekeeping staff. Additional trash bags can be obtained from the School of Music Housekeeping staff by request through the Music Services Office at least 5 (five) days prior to the

event. Individual(s) that fail to follow the above guidelines may have their privileges revoked by the School of Music and/or the Event/Venue Coordinator for future reservation requests.

- All signage for event promotion must be posted on bulletin boards ONLY per the School of Music Faculty policy. No promotional signage for events may be posted on painted walls, doors or glass windows.
- EXCEPTIONS: The School of Music Director and/or Event/Venue Coordinator, unless governed by law or University of Alabama Policy may make exceptions of these policies.