



**Students enrolled in Music and Culture practice-based courses are given priority over ACM students/alumni.**

Book rooms via [intranet.utsc.utoronto.ca](https://intranet.utsc.utoronto.ca). You must abide by the rules and policies listed below or you risk loss of room booking privileges.

**Scheduling Guidelines:**

- The music practice rooms are AA312/320/321/322 located on the 3<sup>rd</sup> floor of the Arts and Admin building at UTSC
- They are setup for solo or small group music practice
- Each room has 1 upright piano, 1 electronic drumkit, some seating and music stands
- We do allow bookings for students studying others courses within ACM, UTSC and University of Toronto at certain times. This is at the discretion of the department with no entitlement expressed or construed by providing this access as we may need to deny or restrict access at certain times
- You may book 60-minute blocks of time in a practice room, for a maximum of 180 minutes a day. At times of high demand, we may have to reduce your bookings to accommodate access for other users
- During mid-term, final exams and performances, rooms may only be booked for a maximum of 30 minutes by students participating in the graded performances
- If your booking is approved, the practice room doors will unlock automatically at the booked time (no need to tap/swipe a card or borrow a key)
- If you arrive more than 15 minutes late for a booking may have your booking cancelled
- If you leave the practice room unattended for more than 15 minutes you risk having you booking cancelled. Please note, leaving personal items as a placeholder in an empty room does not count as use
- If you cannot make a booking, please cancel it so others may use the room

**Room Rules and Policy:**

- You must keep doors closed during all practice sessions to minimize disruption to neighbouring spaces
- You must not let unauthorized persons have access to the facilities and you must not book a space on behalf of someone else.
- You may only drink bottled water in the practice rooms. No other food or drink may be consumed
- You must not place water bottles, instruments or personal belongings on the pianos or benches
- You must return the practice space to its original condition before leaving

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- You must turn off the lights, close any open windows, and close the door fully shut upon leaving
- Usage of practice rooms to teach private lessons is prohibited

Practice room rules are posted on the door of every practice room and on the ACM website.

Any damage or problems with the booking process, tuning/condition of the pianos, equipment performance, maintenance or adherence to rules/policies should be reported to the ACM Manager of Technical Operations - [acm-mto@utsc.utoronto.ca](mailto:acm-mto@utsc.utoronto.ca), (416) 208-5116. Alternatively, if the matter is urgent, please go to AA301 or AA313 and report the issues to one of the staff members on duty.