Practice Room Policy

The Department of Arts, Culture and Media has one Music Studio and four general practice rooms – AA303, AA312, AA320, AA321, AA322 – that may be booked for music-related activities by ACM Administration and ACM Music Faculty, and by ACM students in the following priority:

1. Students enrolled in the music program
2. Students enrolled in ensembles
3. Other students as authorized by the Department of Arts, Culture and Media

Hours and Access Procedures

All practice rooms are locked. Access is by key which can be signed out from the Departmental Assistant in Room AA301 during regular office hours. Practice Rooms can be booked daily from Monday to Friday between 9:00am and 4:45pm only. Requests for room usage for ensemble rehearsals outside of these hours must be made by completing a Space Request form (available in Room AA301).

Practice rooms may be pre-booked by students for each individual term during the first week of that term for a maximum of one hour on one day per week. Otherwise, rooms are available daily on a first-come, first-served basis. Sign-up sheets are located in Room AA301 and a key may be signed out in exchange for a valid student card.

The Department of Arts, Culture and Media reserves the right to make advanced bookings of Practice Rooms where the parties can demonstrate that special arrangements are needed. In these cases, the party must provide a letter of request and supporting documentation to prove that special arrangements are necessary. The letter of request must be signed by a music faculty member.

Scheduling guidelines

1. Practice rooms may be booked for a maximum of 60 minutes.
2. During Midterm, final exams and performances, rooms may only be booked for a maximum of 30 minutes by students participating in the graded performances.
3. Reservation for sectional rehearsals for more than 60 minutes must be approved by an ACM Music Faculty member. Forms for these requests are available from the Departmental Assistant in Room AA301.
4. Students arriving 10 minutes past the sign-up time forfeit their right to the space and will have to sign-up for another time.
5. Students may be away from their practice rooms for no longer than 10 minutes or their right to use the room is forfeited.
6. The Department of Arts, Culture and Media reserves the right to have priority in reserving Practice Rooms for ACM related activities and to give booking priority to an outside organization over a recognized UTSC group at any time for reasons unspecified.
7. UTSC recognized groups must book ACM spaces through the Department of Student Life. Once ACM has received the request from DSL, ACM will consider the request.
8. At this time, external organizations cannot book ACM spaces without being affiliated with the departmental programming, initiatives, or co-curricular activities, etc.
Practice Room Rules

Practice room rules are posted on the door of each practice room and on the ACM website. Every student eligible to use the practice rooms will honour the Practice Room Rules:

1. Students arriving 10 minutes past the sign-up time forfeit their right to the space.
2. Students leaving the room for more than 10 minutes forfeit their right to the space. Students may not hold practice rooms by leaving instruments or personal items in the room.
3. Doors must remain closed during all practice sessions.
4. Only authorized persons may use and have access to the practice rooms.
5. No food or drink is permitted in the practice rooms. Bottled water is allowed.
6. Under no circumstances should drinks be placed on the pianos or benches.
7. Before leaving, be sure to close the piano, return chairs to their proper place, turn-off the lights and close the window.
8. Do not forget to lock the door upon exiting.
9. Any damages and problems with maintenance, scheduling, tunings or adherence to rules should be reported immediately to the Departmental Assistant in Room AA301.
10. Students must not use practice rooms to teach private lessons.
11. Failure to return practice room keys will result in a) warning for the first offense and b) loss of practice room privileges on the second offense.
12. Loss of the practice room key will result in a $100.00 fee/fine.