

COLLEGE OF MUSIC OPERATIONAL PRACTICES + INFORMATION

The practices outlined in this document have been developed—and continue to evolve—through strategic collaboration among staff, faculty and leadership. They are guided by key principles we prioritize, including:

- supporting faculty and student use of spaces for curricular purposes;
- aligning space usage with the college's mission;
- practicing responsible stewardship to minimize wear and tear on facilities and pianos;
- and avoiding undue strain on staff resources.

Given that our physical spaces and staffing capacity are limited, we must prioritize curricular needs and mission-driven activities before allocating resources to elective or external uses.

Scheduling

- A college planning calendar meeting is held at least once a year to coordinate all-college scheduling up to two years in advance. Representatives are present from Operations (OPS), Ensembles, Academic Services and Macky Auditorium.
- The college planning calendar can be found here: [College of Music planning calendar](#).
- All public-facing events require a minimum of **6 weeks' lead time** to schedule and **4 weeks' submission time to CU Presents (CUP)** to qualify for promotional support. More information can be found here: [Promoting Your Event](#)
- We offer up to **two simultaneous, fully supported events** (or three if one is self-managed). However, we program only **one College of Music (COM) ensemble per time slot** to avoid student conflicts.

Student recitals

- **Fully supported recitals** include recording, livestreaming, stage management and promotion (subject to standard lead time deadlines). They are held in S102 or Grusin Music Hall. The recital fee is currently **\$100**.
- **Self-managed recitals** (fee waived):
 - Degree recitals (not elective) may take place in **S134**.
 - Includes a calendar listing on the CUP website.
 - Includes an electronic program **if submitted within the 2-week deadline**.
 - Self-recording audio and video services are available in S134.
- **Junior recitals** are ½-length recitals, shared with another student. These may be either fully supported or self-managed. Exceptions to the shared junior recital require approval from the **Academic Office (Dean of Undergraduate Programs)**.

- **Requests for collaborative pianists** require **9 business weeks** of notice to be accommodated.
 - Pianists are not contracted during the summer; therefore, they will not be assigned to recitals scheduled within the first four (4) weeks of the semester to allow for adequate preparation and rehearsal time.
 - In extenuating circumstances (e.g., a rescheduled spring recital with prior preparation), students may request an exemption to this policy. These requests should be submitted to the Collaborative Piano faculty.
- **Receptions**
 - Reception spaces available: S101, Grusin Lobby, Tile Lounge. Please reserve these spaces through the Scheduling Manager.
- **Cancellations**
 - Full refund with **at least 30 days' notice**.
 - After 30 days: **50% refund**, up to **1 week before the recital**.
 - Exception: Medical emergencies.
- We are **unable to accommodate elective and non-curricular recital requests** unless they are directly aligned with the college's mission and approved by the Dean's Cabinet. Examples may include a student-formed, noncurricular ensemble or an applied studio's group recital. We encourage seeking **off-campus venues** for these performances.
- We do not schedule public events during **Edstrand, Concerto Competition**, or the **Holiday Festival dress rehearsal**
- **Recital previews in S102**
 - Reserved most Mondays/Wednesdays, 11:15 a.m.-12:05 p.m. unless there is a faculty/staff meeting. Please check with the **Scheduling Manager**.

Guest artist recital policy

- No guest artist recital scheduling after **Oct. 31 (fall)**.
- No guest artist recital scheduling after **March 31 (spring)**.
- The purpose of our guest artist recitals is to highlight and provide performance opportunities for invited guest artists. Therefore:
 - Faculty members should not be featured in marketing or promotional materials for these events and faculty participation should (if any) be secondary to the guest artist
- Guest artists may visit during these end-of-semester times, provided they are not performing recitals or holding public events.

Recording and stage management available; no video or livestreaming.

Faculty Tuesday performances

- Faculty Tuesday scheduling is coordinated by the **Executive Director of CU Presents**.
- Faculty Tuesdays are not held in **December or April**.

Chamber music reservations

- Times for chamber music rehearsals are held in EMS and later confirmed or released approximately two weeks into the semester (pending approval from the **Chamber Music Coordinator**).
- Ensembles must contact the **Scheduling Manager** to coordinate regular rehearsal times.
- Must be enrolled in chamber music or approved by the **Chamber Music Coordinator** to qualify for reservations.
- **Graduate Brass Quintet**: One performance slot per semester. 6 hrs per week classroom space reservation required.
- **Graduate Woodwind Quintet**: One performance slot per semester. 6 hrs per week classroom space reservation required.
- **In-residence String Quartet**: Typically receives requested space, usually one performance per semester.

Space requests

Faculty, staff and students can utilize the campus EMS site to view space availability by date and time in all campus buildings. Please ask the **Scheduling Manager** for a quick tutorial.

- **Grusin and S102 Requests**
 - Recurring reservations for rehearsals or sectionals cannot be accommodated in either hall
- **Theatre + Dance spaces (S126, S317)**:
 - Contact Theatre + Dance directly for requests and access.
- **Specialty rooms controlled by individual areas**:
 - Wellness Room
 - Entrepreneurship Conference Room
 - Percussion Studio
 - Macky 1B03B (two-piano rehearsal)
 - Macky 102 (large space)
 - Macky 105 (studio)
- **Outside organization space use/rentals**

- Generally, not permitted unless space/time/support is available and it aligns with the COM mission.
- Facility Use Contract and Event Management Form required.

- **Items requiring Dean's Cabinet approval:**
 - New ensembles
 - Large-scale special events
 - Exceptions to outside rental policy
- **Youth Piano Program**
 - IMIG East basement (Room E1B47) reserved.

Keyboard Instruments

- **Lid removals:** Weekdays only as available (Monday-Thursday). Requests should be submitted to the **Head Piano Technician**.
- **Special requests for instrument moves:** These are exceptional and require individual approval.
- **Prepared piano use:** Must meet with technicians for approval and assistance.
- **Early music instruments:** Coordinate with technicians and Early Music faculty.
- **Harpsichord use during performance (not as part of Early Music Program):** Must take place in Grusin Music Hall and be arranged in advance. Requests should be submitted to the Head Piano Technician and Early Music faculty.

Recording

Faculty recording projects

- Up to **15 hours** of recording services per project at no cost.
- Total annual cap: **60 hours** of staff recording services.
- Faculty are asked to consider staff capacity, time and availability before booking. Please avoid holidays.
- **Piano service during breaks/holidays** must be scheduled with technicians and is subject to availability.
 - One daily tuning and service provided at no cost (when technicians are available). Additional services (e.g., touchups) will be billed hourly.

DMA recording projects

- Maximum **15 hours** of hall use per project, accommodated as possible.

Other recording requests

- Approved recording requests (e.g., auditions): **Maximum 6 hours/semester**, as available, at the scheduler's discretion.

Alumni recording requests

- May be accommodated at the discretion of the **Head Recording Engineer**, based on staff availability and when classes are not in session.

Sound Reinforcement Requests Outside Standard Scope

For any event requiring sound reinforcement beyond our standard acoustic support, presenters should submit a request to the Lead Recording Engineer at the time of scheduling *at least* eight weeks in advance. This includes concerts or recitals that involve amplified instruments, multiple microphones, or technical needs exceeding what is typical for primarily acoustic performances.

This advance notice allows staff to determine whether the event can be supported in-house or if external sound reinforcement must be contracted. Greater advance notice *may* allow for additional hall set up time if required. Requests submitted with less than eight weeks' notice may receive only minimal or preset-only support due to staffing, scheduling, and setup limitations

Facilities

Lockers + instrument rentals

- Contact Academic Services.
- The CU College of Music no longer offers external rentals of College owned instruments due to the significant administrative burden involved.

Communal spaces

- S101 Kitchen, Faculty/Staff Lounge, North Mini-Kitchen
 - Self-maintained. Users to clean up after themselves. OPS posts and maintains signage. Occasional spot custodial cleaning as needed.

Furniture disposal

- Contact **Building Proctor** to arrange removal. Please do not leave items in hallways or on loading dock.

Technology disposal

- Contact the college **Media Specialist** to coordinate IT equipment removal.

Office moves

- Office usage and moves are determined and approved at the college level by the Operations

Director (Ted) and the Assistant Dean for Strategic Initiatives (Kate). Faculty and staff should discuss ideas and requests with Ted and Kate before making any changes.

- Contact **Building Proctor** for logistics. Support from campus Facilities Management (for example, to mount shelves, hang items on walls, move furniture, etc.) can be arranged at college expense, if needed.
- Operations staff are not typically responsible for moving items in or out of offices.

Painting requests

- Contact **Building Proctor**.

Food/drink policy

- No food or open drink containers allowed in **Grusin Music Hall, S102, or S134**.



Access services

- Contact **Building Proctor** to arrange card/key access to IMIG or Carlson spaces. Contact **Macky Building Proctor** to arrange access to Macky spaces.

Practice room use

- S242, S244: **Open to all CU Boulder students.**
- S220–S232; E1B43, E1B45, E1B49, E1B54: **Open to ensemble participants, music minors and music majors.**
- C134 Hallway (grand pianos): **Reserved for piano majors.**
- C132, C136, C144, C148: **Open to music majors.**
- Classrooms are not reservable for individual student practice on a recurring basis.
- Many applied faculty members make arrangements for their studios to be used by students as practice spaces when available. Students and faculty should coordinate these arrangements directly.