

CPMC 122 Policy

DEPARTMENT OF MUSIC SECURITY RULES AND REGULATIONS

Revised: 9/8/2015 TFH;
8/9/21 jcf

CPMC 122, aka the "Experimental Theater" is a research space with performance and advanced audio and theatrical capabilities. The room is heavily used and makes use of both simple ("lecture") and complex ("production") audio visual configurations. While the room is checked regularly to ensure these systems function as designed, review and repair can be days or weeks between uses. So, it is up to the users to return uphold the etiquette of the space. This policy is written with this in mind and revised quarterly.

- A. Room access is limited to supported events, approved self-supported events and approved labs. The Facilities Manager will review requests for exceptions to the room access policy.
- B. Equipment housed in the room is NEVER to leave without prior approval of the Facilities Manager. There will be no exceptions to this rule. Any missing equipment will be immediately reported stolen to campus and local police. It is the responsibility of room users to report any equipment security violations immediately to the Facilities Manager. In the case that none of the above can be reached, it is the responsibility of the student to report missing equipment to campus and local police.
- C. Those responsible for violations of room policy (especially those that endanger the security of the room's holdings or other users' work) will be asked to retake the facilities orientation and may be subject to suspension or cancellation of room privileges.
- D. Keycard Access: Faculty and students with approved access may request keycard access from the Facilities Manager through the Department Intranet. Keycard access is not required during scheduled courses or self-supported events. Participation in the CPMC 122 Facility orientation is required before keycards will be activate.
- E. Users must never leave the room unlocked when unattended. Doors should never be propped open.

GENERAL ROOM USE GUIDELINES

- A. Do not change hardwired room connections or equipment placement. The lectern can be rotated or moved within the constraints of its umbilical. Do not unplug or attempt to open or modify the lectern or it's wall panel. Do not unplug or reorient the house speakers or sub-woofers. Changing any part of the room infrastructure is a violation of the room policy.
- B. Do not leave instruments or personal property in the room unattended.
- C. Please respect the work, data and access needs of your colleagues. Please be willing to negotiate for studio times with your fellow users – you may need a favor too, some day!
- D. The room has many advanced capabilities which, when changed, may prevent other scheduled events from functioning properly. Do not use any system for which you have not been oriented. Do not plug audio, video or networking without prior guidance from facilities staff. This includes lighting, clear-com headsets, digital audio (Cobranet, Dante), ethernet and other theatrical systems such as the "Production" area of the Crestron control system. Connecting digital audio to the campus ethernet, for example, may prevent the system from operating correctly. See the "CPMC 122 Overview" document for technical information on the space.
- E. Pay attention not to damage the stage floor pockets when moving the piano. The piano in this room is only to be used for traditional performance (no "prepared" techniques) and should be treated with respect. Do not place items on the piano. Do not sit or stand on the piano. Close, cover and return the piano and its bench to the back of the stage.
- F. Departmental staff are available to assist with technical issues. Plan ahead and contact those at listed on the bottom of this policy for assistance.
- G. Food and drink are not permitted in CPMC 122.
- H. The use of open flame (candles, cigarettes) and atmosphere generators (hazers, fog machines and/or compressed gasses) are not permitted in the building, under any circumstances. Smoke and fire alarm sensors are particle based readers. Please

consult Production for safe alternatives.

- I. Scenic construction and “building”, i.e. sawdust generation, painting, or welding, are not permitted in the Experimental Theater.
- J. Make sure all emergency exits are cleared of furniture, speakers, etc., and maintain a minimum of 36” for all egress aisles. It is imperative that all exit paths remain clear and easily accessible. All cables near access points and exits must be “dressed” and taped down. Do not alter or cover exit signage.

AFTER YOUR COURSE OR EVENT

1. **Crestron** - reduce the Program Volume (below 50%) and shutdown.
2. **Podium** - Coil cables inside. Return the remote and any loose cables to the drawer. Remove any DVDs from the DVD player. The 5.1 test DVD can remain in the drawer.
3. **Stage** - Close, cover and return the Piano to the back.
4. **Doors** - Close all outer doors. Check that the 2 keyed outer doors are locked.
5. **Booth** - If you accessed the booth, return the booth to it's default.
6. **Repairs** - if you notice any problems with equipment or the room, fill out the online EQUIPMENT REPAIR FORM: (https://music-cms.ucsd.edu/intranet/forms/equipment_repair.html) or e-mail facilities@music.ucsd.edu. If you notice that the room was not at its default when you arrived, please notify us while still work towards resetting it.
7. **Left Items** - take left items to the “lost and found” (CPMC 109).

ACCESS

Users who meet room access qualifications must observe the following policy for room access:

- A. **Courses** - CPMC 122 is not booked for any courses.
- B. **Supported concerts** - All supported concerts are approved by the Concert Committee and scheduled by the Production Manager at least a quarter in advance.
- C. **Additional Labs** - CPMC is not booked for any course Labs.
- D. **Self Supported Events (and rehearsals)** - Such events MUST be submitted by WEEK 5 of the quarter prior to desired event date using the online form - (https://music-cms.ucsd.edu/intranet/forms/self_supported.html). All applications will be reviewed for approval by the Concert Committee and subject to the Self Supported Event Policy.
- E. **Recurring events** - CPMC is not booked for any recurring events.
- F. **Room schedule** - All approved room use is displayed in the online Event Management System (EMS). This can be viewed by Faculty and Grad students via Virtual EMS (<https://music-cms.ucsd.edu/intranet/computing/index.html>). Drop-in use of classrooms is not allowed, even if the room appears to be unused. CPMC 122 is reserved for user group use on most Wednesdays (again, refer to EMS for the complete view).
- G. **Equipment** - All 122 equipment-use requires that someone who is 122-approved be present - Event Mgr, 122 Production RA, or a user who has both completed 1 quarter in the users' group and is currently part of the users' group.
- H. **Documentation** - Detailed documentation and maintenance status is kept on the google site: <https://sites.google.com/a/music.ucsd.edu/ucsd-music-production/cpmc-122>. Anyone in the users' group may have read/write access to this.

- I. **Keycard access** - CPMC 122 keycard access is provided to: All Event Managers, 122 Production RA, Any user who has: (1) completed 1 quarter in the user group, (2) is currently part of the FA15 user group and (3) has approval by the 122 Production RA. While keycards may be setup to work outside of reserved times (such as Wednesdays), users should not access the room or booth outside of their reserved time.
- J. **Booth** - CPMC 122 Booth (214), network and grid access will be provided to: Event Managers, 122 Production RA, Recording Engineers, their supervised guests and qualified production student workers.
- K. **Rehearsals** - Those approved users requiring access to 122 for rehearsals and staging may obtain keycard access for their reserved time. Equipment use (lighting, audio and video) requires that a 122-approved member be present all all times during its use. Designers may also require 214 booth and/or grid access. Jessica has a list of approved designers.
- L. **Communication** - The CPMC Production RA will communicate this access policy to all users with access.
- M. **Exceptions** - All other exceptions will be approved by the department Chair.

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Authorized User

Date

Dept. of Music Facilities