CPMC 127 Policy

DEPARTMENT OF MUSIC SECURITY RULES AND REGULATIONS   *Revised: 1/15/2013 TFH*

CPMC 127, aka the "Recital Hall" is a classroom 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 courses scheduled with the UCSD Registrar, 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 Music Department Intranet: http://music-intranet.ucsd.edu/keys. Keycard access is not required during scheduled courses or self-supported events. Participation in the CPMC 127 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), ethernet and other theatrical systems such as the "Production" area of the Crestron control system. Connecting the Cobranet to the campus ethernet, for example, may prevent the system from operating correctly. See the "CPMC 127 Overview" document for technical information on the space.

E. Do not attempt to the move the piano off of the stage. Pay attention not to damaged 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 127

AFTER YOUR COURSE OR EVENT

1. **Crestron** - reduce the Program Volume (below 50%) and shutdown

2. **Podium** - Turn off the RME and then powerstrip at the top/right of 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** - Return stands and chairs to the vestibules. Close, cover and return the Piano to the back.

4. **Doors** - Close all vestibule and 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 repair form (http://music-intranet.ucsd.edu/repairs) or e-mail faciities@music.ucsd.edu and note the problemsin the "CPMC 127 Log" book in the drawer of the podium. If you notice that the room was not at its default when you arrived, please not that but 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 127 is booked for courses and labs with the a quarter in advance. All such courses and labs will show on the Blink schedule as well as the "Course Schedule" on the departmental website (http://music.ucsd.edu/cs).

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** - Labs may be added on to some courses to account for Instructor need. To schedule time that is unknown to the registrar use the "Room Reservation" request form: http://music-intranet.ucsd.edu/rooms at least 3 days in advance.

D. **Self Supported Events (and rehearsals)** - Such events MUST be submitted by WEEK 5 of the quarter prior to desired event date using the onine form - (http://music-intranet.ucsd.edu/sse). All applications will be reviewed for approval by the Concert Committee and subject to the Self Supported Event Policy.

E. **Recurring events** - are only allowed when association with a course.

F. **Room schedule** - All approved room use is displayed in the online Event Management System. This can be viewed by Faculty and Grad students via Virtual EMS (http://music-intranet.ucsd.edu/ems). Drop-in use of classrooms is not allowed, even if the room appears to be unused.

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Authorized User   *Date*   *Dept. of Music Facilities*