



# Department of Music Building Access Policy



Our goal is to provide as much access to departmental facilities for students currently enrolled in courses while providing a safe and secure environment. In this spirit, please do not open the doors to let anyone in the building. If the individual(s) does not have their own access card you should not provide them access to the building or room. Please be diligent in keeping all of our buildings (CPMC, Warren, Mandeville) secure so that we can preserve our safety, equipment, and workplace environment. If you see unauthorized access, please report it to [security@music.ucsd.edu](mailto:security@music.ucsd.edu).

**Do not provide building or room access to people who do not have their own keycard.**

**Follows are the details for building access:**

- **Building Hours** - CPMC is open **M-F 8am-10pm** and during scheduled events. Outside of these hours, the building is not open to the public.
- **Practice Rooms and General Access** - Practice rooms are available for Music Faculty, Lecturers, Graduate Music Students, Undergraduate Music Majors, and Non-Music Majors actively enrolled in Music courses. **Practice rooms are not open to the general public.**

The Department of Music provides 24/7 access to the CPMC building and the 3rd floor practice rooms for faculty, staff and students who require access to these rooms for their coursework. This includes Graduate students, Majors (Music, Music Humanities and ICAM Music) and those enrolled in *Music 2ABC, 2AK, 2BK, 2CK, 32, 32V, 95B, 95D, 95E, 95JC, 95K, 95L, 101ABC, 102, 106, 130, 131, 132, 132V, 134, 137AB* and *143*.

In addition, the Department of Music provides 24/7 access to specific rooms (e.g. to the Computer Lab and locker rooms) for those enrolled in other relevant Music courses This includes (but is not limited to) *Music 1, 6, 9, 15, 111, 170, 171, 172, 201, 206* and *207*.

- **Studios** - The Department of Music provides 24/7 access to the building and 2nd floor of CPMC and studios for faculty, staff and students currently enrolled in Music courses requiring these rooms. This includes Graduate students, Music 173, 174ABC, 175, 176, 177, 198, 199 and ICAM/Music 160.
- **Holidays** - CPMC is closed during university holidays that last more than 1 day (e.g. Thanksgiving weekend, Spring Break, Winter Break, Summer Break). During this time only Faculty, Staff and Graduate students may access the facilities.

To request a room reservation, visit: <http://music.ucsd.edu/rooms>

For complete details on departmental policy and procedures, see the Intranet: <http://music-intranet.ucsd.edu>