



Arts, Languages,
and Philosophy
Department

Performing Arts Policies

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Practice Room Policies

Practice rooms are for use by Missouri S&T students, faculty and staff on a first-come, first-served basis. There is no reserving or holding rooms for yourself or others.

Practice rooms are only to be used as a personal practice space for up to TWO people. Rooms may not be used as a study area or as a studio to give private lessons.

Please observe a 1-hour time limit on practice room usage when there are others waiting.

Items are not to be stored in practice rooms either permanently or to “reserve” the room. Any personal items found unattended inside a room will be removed.

Equipment inside the room including pianos is not to be tampered with in any way. If you find any repair issues that need addressing, please contact Professor Lorie Francis (lorief@mst.edu).

Food or drink is not allowed inside the Practice Room with the exception of water in a sealed container.

While using a room, please have your university-issued ID with you and show it upon request.

Before entering the Practice Room area, you must sign in and identify which room you will be using as well as the time you entered. This sign-in is also your acknowledgement to abide by the above policies. When finished with your session, you must sign out, indicating the time in which you left.

Rehearsal Room Rental User Agreement

By completing the online request form, the organization/ensemble agrees that...

The room will only be used during the days/times and purpose indicated on the e-mail confirmation they receive.

The room will be returned to its set up before the rental (or better) with all trash removed, equipment returned to its proper place (instruments, stands, chairs, etc.), and audio-visual equipment returned to its previous settings.

Before leaving the event, all lights will be turned off, and the room will be secured with doors closed and locked, including exterior doors to Castleman Hall (if after business hours).

There will be no food or drinks (other than water in a sealed container) in the room, unless previously approved by a member of the Performing Arts Faculty.

The organization/ensemble renting the room will be held responsible should any university-owned equipment be lost, stolen or damaged either during the rental period or due to failure to secure the room and/or building.

Organizations/Ensembles further understand that violations of any of the above policies may result in loss of future room rental privileges for any or all members.

Instrument Rental Policy

University-owned instruments may only be used by university students and only for performance in university-approved ensembles or personal practice.

Instruments are available to use only during the academic year (entire year, semester, or short-term). There are no instrument rentals allowed over the summer break.

Priority of instrument usage will be as follows:

- 1) Students in faculty-led ensembles
- 2) Students in a student-led ensemble
- 3) Students using an instrument for other needs (personal practice)

All university-owned instruments are stored in either the Instrument Storage Room, String Storage Room, or in lockers located throughout Castleman Hall. When not in use, the instrument should stay in its secure location. Leaving a university-owned instrument in an unlocked locker or otherwise unsecured, will result in the student losing rental privileges.

Unless there is a performance of an approved ensemble outside of Castleman Hall, instruments should not leave the building. This is especially true for instruments rented out for non-ensemble (i.e. personal practice) uses. There are practice rooms available in Castleman Hall.

Students are responsible for the daily upkeep of any instrument they are issued which includes keeping valves, keys, strings and slides in proper working order. They are further responsible for providing their own oil, grease, reeds, shoulder rests, rock straps, or other accessories.

Due to the limited availability of some instruments, students may be required to share an instrument with a student in other ensembles. Because of this, reed and brass players are **REQUIRED** to provide their own mouthpiece when using a university-owned instrument.

Instruments for non-ensemble (i.e. personal practice) purposes can only be rented if there are no other students using it. Should an instrument be rented for personal practice and later needed for an ensemble, the rental contract may be terminated before the end of the contract's term.

If the instrument sustains any damage or needs repair, students must report it IMMEDIATELY by submitting an [S&T Repair Notification](#). Students will be held financially responsible for any damage to the instrument under their Rental Agreement beyond that of normal wear and tear.

At the end of the rental term, the instrument must be returned to its ORIGINAL locker/storage room listed on the rental agreement. Failure to return the instrument will result in it being reported as stolen to University Police.

Other policies are laid out in the “Instrument Usage Contract” which must be signed before an instrument can be rented.

Instrument Storage Policy

Lockers and access to storage rooms are available to Missouri S&T students, faculty and staff and only for the storage of musical instruments or other related items.

Lockers come with a university-issued padlock. You are NOT permitted to use personal locks on the lockers. Any personal locks found on a locker will be cut off and the renter will lose their rental privileges.

Food and drink (INCLUDING water) are not permitted inside lockers or storage rooms.

All lockers must be cleared out of all personal items by the last day of classes during the spring semester. Only university-owned instruments should remain in their locker. Any items of value (including personal instruments) left will be subject to confiscation by the university and other personal items will be disposed of.