

Use of Mason Hall

1. University Groups (Music Fraternities)
 - a. Reserve the room(s) in the main Music Office
 - b. Available rooms: 170, 180, and Recital Hall
 - i. If using the recital hall, the group must be accompanied by a university faculty member, employee, or faculty advisor.
2. Outside Groups (University Groups but outside the music department)
 - a. Reserve the room(s) in the main Music Office
 - b. Available rooms: 170, 180, and Recital Hall
 - c. Must be accompanied by a university faculty member or employee
3. Music Faculty / Music Department Ensembles
 - a. Reserve the room(s) in the main Music Office
 - b. All rooms in Mason Hall are available other than Computer Lab or Piano Lab
4. Summer Camps
 - a. Reserve the room(s) in the main Music Office
 - b. All rooms available other than Computer Lab or Piano Lab
 - c. Facility charge for the rooms to the summer camp department may be applied
 - d. Summer Camps department will be responsible for any damages
 - e. To reserve the recital hall, you must agree to the following guidelines
 - i. All stationary instruments (front ensemble) on stage must have pneumatic wheels on the instrument stands.
 - ii. Do not slide chairs across the stage area.
 - iii. NO food or drink in the Recital Hall or Band Room.
 - iv. Do not stand on the audience chairs
 - v. Wind instruments on stage should empty spit valves on towels

Department Calendar

There will be a Google Calendar created that will show all rooms that have been officially reserved in Mason Hall. The UPD will have access to the calendar and will be responsible for unlocking and locking the rooms.