Percussion Instrument Checkouts

Percussion instrument checkouts from MA403 occur between 10:30am-12:30pm & 2pm-4:30pm. Instrument returns may occur anytime throughout the day until 4:30pm in the presence of the Percussion Technician/Graduate Assistant. All percussion instrument checkouts must be kept at on-campus locations such as personal lockers, percussion lockers, dorm rooms, or university-owned apartments and may not be taken off campus.

**IU Percussion instruments are to be used for Jacobs School of Music gigs only** (IU Sing, local gigs, IU Theater, regional orchestra gigs, etc...require permission from both the Dean’s Office & Percussion Department Head and includes a rental fee).

**JSoM gigs = performances that have been approved by the PPC committee.** All checkouts have a due date and late fees (starting at $30) will be enforced if equipment is not returned by/on the due date.

There are three locations in the Jacobs School of Music that house large percussion instruments and lockers for ensemble use: MA401, Auer Hall Green Room (AHGR), and MAC038. All instruments/hardware are to be stored in their cases and in LOCKED lockers at all times. Also, please keep the instruments in these areas neatly organized/stored for security reasons. Ford Recital Hall is difficult to get keyboards/timpani in & out of the hall. Please try to avoid using large percussion instruments in Ford Hall. If it must occur, please see Prof. Tafoya. Retrieving and returning gear from Auer Hall Green Room for performances or rehearsals may require you to interrupt a class that is occurring in that room...just be polite and quick. The class instructors/professors that teach in AHGR are aware this may occur.
Please read any/all posted signs in the percussion facilities. **NEVER** lend your keys to anyone outside the Percussion Department. Also, do not lose your key(s). The university will charge your bursar account for all replacement costs. Email is the main communication device utilized by the department. Please check it several times per day for any last minute messages from the faculty/staff. Any questions/concerns about percussion instruments or facilities please ask the Percussion Technician. Also, report any instrument/gear problems to the Technician immediately.

In regards to the East Studio Building (ESB) percussion practice rooms, please do not remove instruments from their rooms without permission. Keep instrument covers off the floor and no posting (with tape, pin, or other) items on the walls of the practice rooms. Also, please keep all personal items out of the practice rooms...keep those items in your personal locker. And lastly, Music Facilities asks that no food or drink be taken inside the practice rooms.

**East Studio Building Percussion Rooms**

- JS003 – Timpani Practice
- JS007 – Timpani Practice
- JS002 – Mallet Practice
- JS006 – Mallet Practice
- JS010 – Mallet Practice
- JS011 – Drum Set Practice
- JS017 – Drum Set Practice
- JS021 – Afro-Cuban Practice

- JS005 – Timpani Practice
- JS009 – Timpani Practice
- JS004 – Mallet Practice
- JS008 – Mallet Practice
- JS012 – Mallet Practice
- JS013 – Drum Set Practice
- JS019 – Brazilian Practice

- JS025 – John Tafoya’s office
- JS029 – Michael Spiro’s office
- JS026 – AI Office (Joel Castro)
- JS030 – AI Office (Steven Partida)

- JS027 – Kevin Bobo’s office
- JS031 – Steve Houghton’s office
- JS028 – AI Office (James Cromer)
- JS032 – AI Office (Andy Miller)

**Music Annex Percussion Rooms**

- MA401-Percussion Rehearsal Studio
- MA403-Stacey Duggan’s office

**JS = Jacobs School (in case you were wondering)**