

Scheduling Policies for Auer, Ford-Crawford and Recital Halls

The policies laid out below were first proposed by the newly formed Performance Coordinating Committee in September 2002 and approved by the School of Music Council October 24, 2003. They were subsequently revised and approved in November 2010 and December 2012.

In July 2014, hall scheduling was moved to the Scheduling Office, placing hall scheduling and classroom scheduling in the same office for the first time. Halls and classrooms had some conflicting differences in scheduling policies. Upon recommendation by the PCC task force in April 2017, these policies were reviewed and revised in October 2017-February 2018. They were revised to reconcile the differences in scheduling policies between halls and classrooms, as well as to update details in the policies to match changes that have occurred since 2012. This revision was approved by the School of Music Council on February 8, 2018. A further small update was made by the PCC in December 2018 and approved by the School of Music Council on January 24, 2019.

It is the recommendation of the Performance Coordinating Committee's Agenda Subcommittee that these policies be reviewed and revised as necessary every five years, or sooner if deemed necessary by the subcommittee.

Performance Hall Policies

- (1) **All official events (concerts, recitals, master classes, etc.) must occur by their respective semester deadlines. The list of deadlines may be found at the Jacobs School of Music Scheduling Office website under Concert/Event Deadlines.**
- (2) Usage of Jacobs School of Music performance facilities will be as described below. Items not described by the below policies will be referred to the Performance Coordinating Committee.
- (3) Faculty, guest, and ensemble recording sessions shall follow the established recording session policies that are currently in effect. Audio Engineering student recording sessions will be allowed during the 10:00pm – midnight slot with the approval of Audio Engineering Faculty. Recording session policies are available at the Jacobs School of Music Recording Services website.
- (4) These policies are subject to review by the Performance Coordinating Committee at any time.

Auer Hall

- (5) Competitions may take place in Auer Hall prior to Thanksgiving break in the fall semester, and prior to April 1 in the spring semester. Auditions, with the exception of organ entrance auditions, will not be scheduled in Auer. The hall will be reserved for organ entrance auditions on the Friday and Saturday of audition weekends from 7:00 a.m. to 5:00 p.m.; time will be released if the number of auditionees permits.
- (6) Three composition departmental recitals may be scheduled in Auer Hall each semester, with only one in April.
- (7) Student non-degree recitals will not be scheduled in Auer.
- (8) Undergraduate non-organ degree recitals may take place in Auer Hall only in September and October (Fall semester), and only in January and February (Spring semester); undergraduate organ degree recitals may take place at any time in either semester, following established policies. Undergraduate degree recitals for majors in any program may be scheduled during the summer session.
- (9) All performance and composition MM, PD, DM, and AD recitals may be scheduled in Auer, following established policies. With the exception of DM and AD organ majors, only one recital per student per semester may be scheduled in Auer Hall. DM and AD organ majors who wish to schedule more than one recital in Auer Hall within one semester must play at least one of

their recitals during the first six weeks of the fall or spring semester. Organ majors in all degree programs will be allowed one sixty-minute dress rehearsal in addition to their regularly-scheduled practice time. All organ department hearings will be scheduled during the weekly department hours in Auer listed in (16).

(10) For any ensemble that performs in Auer Hall: two two-hour dress rehearsals may be scheduled per ensemble per concert, if scheduled before the semester begins or within the first two weeks of classes. If scheduled after the second week of classes, only one two-hour dress rehearsal per ensemble per concert will be admissible. Before the beginning of the academic year, a schedule of ensemble dress rehearsals that need to take place during the Organ Department's reserved time [see (16)] will be distributed to the department so that adjustments can be made to organ class schedules in advance. On affected weeks, the Organ Department will be given priority in rescheduling interrupted activities on one of the remaining weekdays, if time is available. There will be no more than one monthly adjustment per ensemble, and all other activities, such as additional dress rehearsals or recording sessions, will be scheduled during available free time in Auer, not during Organ Department reserved time.

(11) The Performance Coordinating Committee's Agenda Subcommittee will review and approve the dress rehearsal schedules for all major ensembles.

(12) To make the necessary time available in the hall, two student recitals per evening will be permitted in Auer Hall on evenings when a faculty recital or ensemble concert is not scheduled; the start time for the evening recitals will be 5:00 and 8:00 p.m. In the event of recitals or concerts of long duration, or in the event of conflicts with other major events that also start at 8:00 p.m., a start time of 7:00 p.m. will also be considered on a case-by-case basis.

(13) The Saturday and Sunday start times for recitals in Auer will be 2:00, 4:00, 6:00 and 8:00pm, with an additional 12:00pm start time during spring semesters.

(14) Due to the increased number of back-to-back recitals, the usual post-concert greeting of performers must be moved from the Auer backstage area to another area of the building.

(15) Two hours per week will be set aside in Auer for piano voicing, such that this reservation does not conflict with other uses and can therefore occur onstage.

Auer Hall Organ Department Policies

(16) Auer Hall will be reserved for Organ Department instructional use and faculty practice between the hours of 8:00 a.m. to 2:00 p.m. on Monday, Tuesday, and Wednesday; and 8:00 a.m. to 12:30 p.m. on Thursday and Friday. This allows for 27 hours per week for Organ Department instructional use, faculty or guest practice, hearings, and special events such as master classes. The Organ Department faculty will work together to devise an equitable distribution of time for each faculty studio on a semester by semester basis.

(17) Organ tuning and maintenance will occur between midnight and 8:00 a.m., Monday-Sunday. Piano tuning and maintenance on weekday mornings will continue, with pianos moved off-stage behind closed doors when the organ is in use. It is understood that the Organ Department can request exceptions for special events, such as recital hearings, recording sessions, and on entrance audition days.

(18) After-hours access: In order to make the best use of Auer Hall and the Fisk organ, all authorized persons (currently-enrolled degree students, faculty, the organ curator, and guest artists) will be given key-card entry privileges after hours. The Coordinator of Facilities will create a policy regarding the rights and responsibilities for everyone who holds an after-hours key card. Any person violating this policy will stand to lose practice privileges for the duration of the semester.

(19) Practice hours: The Organ Department will be responsible for developing a policy regarding the equitable assignment of after-hours practice times and the distribution of hours designated "open." Additional practice time during hours other than those reserved by the organ department may be scheduled by faculty, students, and guest artists through the Scheduling Office, following established policies.

Policies for Auer, Ford-Crawford, and Recital Halls

Priorities for use of all three halls (in order of priority, and as modified in the table below): (1) Ensembles; (2) Faculty/guest recitals; (3) Studio/class recitals [except after Thanksgiving break in the fall semester and spring break in the spring semester, during which times degree recitals will have priority over studio/class recitals]; (4) DM and AD recitals; (5) MM, PD, senior, and junior recitals; and (6) Non-degree recitals. ***Unscheduled use of any of the halls is not permitted. Due to damage and liability concerns, every occupant of any of the halls must be officially scheduled.***

Scheduling all available times in all three halls is a priority. To that end, time not used for scheduled events will be released two weeks in advance, and students are allowed to schedule up to 6 hours per student per week, only four hours of which may be in Auer Hall (see “Student General Use” in chart below).

All official events in halls (concerts, recitals, master classes, etc.) must occur by their respective semester deadline. The list of deadlines may be found at the Jacobs School of Music Scheduling Office website under Concert/Event Deadlines.

| | Auer Hall | Ford-Crawford Hall | Recital Hall |
|--------------------------------|--|---|---|
| Recitals / Concerts | Ensembles, faculty/guests, studio/class recitals, DM, AD, MM, PD recitals are permitted; one recital per student per semester except DM/AD organ majors; BM organ majors may schedule recitals at any time; other undergraduate degree recitals may be scheduled only in September/October and January/February. Undergraduate degree recitals for majors in any program may be scheduled during the summer session. No non-degree recitals. | Ensembles, faculty/guests, studio/class recitals, DM, AD, MM, PD, junior and senior recitals are permitted; non-degree student recitals as space permits. | Ensembles, faculty/guests, studio/class recitals, DM, AD, MM, PD, junior and senior recitals are permitted; non-degree student recitals as space permits. |
| Dress Rehearsals | Ensembles: 2 two-hour dresses only if scheduled before third week of semester, 1 two-hour dress if scheduled later. Faculty/guests: 1 two-hour dress Degree recitals: 1 one-hour dress. | 1 two-hour dress for ensembles, faculty/guests, studio/class recitals; 1 one-hour for degree/non-degree recitals; 2 two-hour dresses for special events. Additional time possible if available. | <i>(as for Ford-Crawford)</i> |
| Faculty Master Classes | May schedule 1 two-hour master class in advance per semester; must be prior to first recital of the day (usually 4 – 6 p.m.). Additional master classes may be scheduled one week prior to the class, if hall is available. | <i>(as for Auer)</i> | <i>(as for Auer)</i> |
| Guest Master Classes | / | Two-hour master class may be scheduled as space permits. | <i>(as for Ford-Crawford)</i> |
| Lectures | / | May be scheduled as space permits. | May be scheduled as space permits. |
| Prospective Faculty Candidates | Permitted if space is available. | <i>(as for Auer)</i> | <i>(as for Auer)</i> |
| Examinations | / | / | Examinations for large-enrollment music theory and musicology classes permitted. |

Auer Hall

Ford-Crawford

Recital Hall

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|--|--|---|---|
| Recital Set-up Assistance | Provided for recitals but not for other events. | <i>(as for Auer)</i> | <i>(as for Auer)</i> |
| Technology / AV Setup Assistance | Request as needed. Contact Music IT Services, musicits (at) indiana (dot) edu; and Audio Engineering, audiopro (at) indiana (dot) edu. Please provide two weeks advance notice for technology support. | <i>(as for Auer)</i> | <i>(as for Auer)</i> |
| Piano Technician Time | Minimum 1 hour a.m., plus two hours onstage per week for voicing. | Minimum 1 hour a.m. | Minimum 1 hour a.m. |
| Recital Hearings | / | Permitted as necessary, resulting from Recital Hall conflicts. | Piano: 4:30-6:30 M, Strings: 4:30-6:30 T, WW: 1:00-3:00 W, Voice: 4:30-6:30 W, Brass: 3:00-6:00 R. Requests for additional time must be approved by PCC. |
| Auditions | Permitted for organ only on auditions weekends, 7:00 a.m. – 5:00 p.m. | Permitted. | Permitted. |
| AD Auditions | / | Two per semester, typically 3:30-6:00 p.m. | / |
| Competitions | Permitted prior to Thanksgiving break (Fall), April 1 (Spring). | Permitted prior to November 1 (Fall), spring break (Spring). | <i>(as for Ford-Crawford)</i> |
| Faculty Recording Sessions | May be scheduled as space permits. Must follow same deadline as Faculty Recitals (before Thanksgiving in Fall semesters and before March 31 in Spring semesters). Generally to be avoided during particularly busy weeks. | May be scheduled as space permits. | May be scheduled as space permits. |
| Concert/ Recital Start Times | M-F: 5:00 and 8:00pm (to avoid conflicts and accommodate longer recitals, 7:00 may be approved instead of 8:00 on a case-by-case basis) Sa-Su: 2:00, 4:00, 6:00, 8:00pm, plus 12:00pm during spring semesters. When necessary, additional recital times for organ majors possible at 3:00pm M-F and 12:00pm Sa, at discretion of PCC. | M-F: 5:00, 7:00, 8:30pm Sa-Su: 1:00, 3:00, 5:00, 7:00, 8:30pm, plus 11:00am during spring semesters. When necessary, additional recital times possible at 10:00pm any day and 11:00am Sa-Su, at discretion of PCC. | <i>(as for Ford-Crawford)</i> |
| Student General Use: recording sessions, rehearsals for recitals / hearings / competitions | Reservation requests permissible up to two weeks in advance. Maximum 2 hours per day; maximum 4 hours per student in any 7 consecutive days (within maximum 6 hours total in any 7 consecutive days across all JSOM halls and classrooms). These limits all subject to further limitation by Scheduling Office on case-by case basis. | Reservation requests permissible up to two weeks in advance. Maximum 2 hours per day; maximum 6 hours total in any 7 consecutive days across all JSOM halls and classrooms. These limits all subject to further limitation by Scheduling Office on case-by case basis. | <i>(as for Ford-Crawford)</i> |