

Ciminelli Formal Lounge

SCHEDULING

All Ciminelli Formal Lounge (CFL) events are booked through the Concert Office. The office is open Monday through Friday from 9:00 am to 5:00 pm. Scheduling hours are from 10:00 am to 12:00 pm and 2:00 pm to 4:00 pm. CFL hours are 8:30 am to 10:30 pm.

GENERAL RULES

- No food or drink is allowed.
- Blocking of the emergency exit is prohibited.
- Cellists and Bassists **MUST** use rock-stops.
- Furniture including the oriental rug should not be moved.
- Kindly lock the harpsichord and recording closet when finished.
- Room set-up, tear-down and lock up of CFL is the responsibility of the user.
- Preparing the piano for any reason requires approval from the Concert and Instrument Offices.

RECITAL SLOTS

Recital times in CFL are at 11:30 am (Monday – Saturday only), 1:30 pm, 3:30 pm, 6:30 pm and 9:00 pm. All recitals are assigned one half hour prior to the performance time for warm-up. Students are allowed two hours for rehearsal. Students may schedule one recital in the CFL per academic year.

RECORDING

The self-serve recording system in CFL may be used free of charge. Each student may have a total of four hours per week, not exceeding two hours on any one day and subject to availability. The Technology and Music Production Department (T&MP) does not provide recording services for CFL, student recitals will not be recorded.

Contact T&MP if there is a problem with the recording equipment.

CANCELLATIONS

Please notify the Concert Office immediately if you need to cancel a scheduled event. Failure to do so will result in loss of lounge privileges for a semester. Performers canceling a recital will only be given the opportunity to schedule another recital during the same academic year at the discretion of the Director of Concert Operations.

INSTRUMENTS

The resident piano in CFL cannot be moved from the default set-up. The default set-up is to have the piano centered in front of the bay windows, approximately three to four feet away. This position was established by listening tests conducted by faculty and a sound engineer and provides for the clearest and most balanced sound. The microphone installation for the recording equipment has been located for this position.

To use a harpsichord, recitalists must obtain and complete the Instrument Request Form from the Concert Office and submit it **THREE** weeks in advance of their recital. A signature from an approved harpsichordist will be required.

USHERS

The Concert Office does not supply ushers for events in CFL.