Student Self-Recording in Performance Halls – '26-27 Academic Year

Please read all recording policies carefully. Violations of any of these rules or disrespectful behavior towards Artistic Planning & Production (Artistic) staff may result in loss of recording privileges for the remainder of the semester or academic year. Serious offenses may also be reported to the Senior Associate Dean of Academic and Student Affairs.

Concert halls may be used by current students for self-recordings or livestreamed auditions ONLY.

- Lessons, practice, rehearsals, and other uses are not permitted in our performance halls.
- Alumni are not eligible to book halls, including during the summer immediately following your graduation.

Students may only use concert halls with a reservation under their own name.

- The student who makes the reservation is the only one allowed to use the reserved time. You may perform with collaborators, but the student named on the confirmation must be a performer in every piece recorded during the session. You may not give your reserved time to anyone else.
- You are not permitted to use a hall that appears to be available if you do not have a booking. Public Safety will remove any student who cannot produce proof of a reservation in their own name. Attempting to enter a hall when you do not have it reserved or asking ushers for hall availability or access is also a violation of this policy.
- If caught sharing reservations, both the student who made the reservation and the student who uses it will lose their recording privileges for the remainder of the semester and may also face additional consequences.

Students may book a maximum of three (3) sessions per semester.

- This is a total across both halls; students may not have three sessions per each hall.
- For the purposes of this policy, fall semester is defined as the first day of fall classes through the last day of final exams in December. Spring semester is defined as first day of classes in January through Commencement.
- Students may have three (3) recordings over the summer, defined as after Commencement up until the first day of fall classes.
- Recording sessions must be at least 2 weeks (14 days) apart.

Recording sessions during the academic year have a maximum length of two hours.

- Depending on hall schedules, available recording slots may be shorter than two hours, and booking maximums apply regardless of session length (ex. a student cannot book two, 1-hour sessions less than two weeks apart).
- Over summer, winter, and spring breaks only, students are permitted to book one session of up to six (6) hours in length, to allow for projects with more extensive set-up and tear-down. Students are allowed a maximum of one such longer session per break. Sessions longer than two hours are never permitted during the academic year nor during fall break. In most cases, longer sessions will be scheduled in Howard Hanson or Ray Wright Room. Longer sessions may be requested three (3) weeks in advance instead of two.

Requests for recordings may be made up to two weeks in advance, on a first-come, first-served basis.

- Requests can be made by visiting Virtual-EMS. The Virtual-EMS system can be accessed at: https://www.calendar.rochester.edu/. To request a self-record session, please select a time slot in the hall of your choice. After submitting your request, you will receive an email from an Artistic worker once your request has been approved. ***Please note that your self-recording session is not approved until you receive an email confirming your request.***
- Requests can be made as early as two (2) weeks in advance and as late as three (3) days in advance.

Students may cancel their session with no penalty within 24 hours of receiving their confirmation.

- If you cancel a confirmed session after the 24-hour grace period, you may not rebook until you are eligible to request another recording (2 weeks after the date you had previously reserved).
- After the 24-hour grace period, any cancelled sessions will count as one of the 3 allowed recording sessions that semester.

Recording sessions are only offered as hall availability allows.

- Concert halls are performance venues first and foremost. Availability for recording is never guaranteed.
- Due to concert schedules, Hatch and Kilbourn are not available for student recordings between spring break and the end of spring semester.
- Recordings are not permitted on university holidays or from 12/23 through New Year's Day. Artistic reserves the right to close the halls during other periods with high concert activity.

You must clean up properly and vacate the hall by the end of your reserved time.

- All set up, tear down, and clean up must occur within your reserved time. You may not arrive early to set up, nor may you stay past your reserved time to collect your belongings. Please plan appropriately on when to end your final take of recording, so you allow sufficient time for all clean up tasks.
- *Please note that the room comes as-is. No recording session is guaranteed to have 2 pianos at any point, and students are NOT permitted to move pianos from another space into any of the halls.*
- At the end of your recording, you are responsible for cleaning and resetting the concert hall. This includes:
    - Closing the piano lid.
    - Replacing the piano desk. (NOTE: if you remove the piano desk at any point during your session, please store it backstage in an upright position. It should never be laid on the floor)
    - Replacing the piano cover, or folding it neatly and storing it in a backstage area where it does not obstruct any walkways. Piano covers should not be left on the floor of the stage or in the audience seating area.
    - Clearing all chairs and stands from the stage and returning all chairs and stands you've used to the backstage area. Please stack chairs neatly and do not obstruct any walkways.
    - Returning all pianos to their original positions on the stage, if you've moved them. Note that if the
      Kilbourn stage extension is up, pianos should NEVER be placed on or rolled across the extension.
    - Coiling and storing any cords or wires you've used.

    - Removing all trash and personal belongings from the concert hall, including the audience areas.
- Please note that food and beverages other than water are not permitted in Eastman's concert venues.

Students must follow appropriate procedures for using the halls and built-in equipment.

- Students may not change the light settings in Hatch or Kilbourn. The lights should be on when you arrive, and if they are not, public safety will turn them on for you. Students are not permitted to adjust individual light settings or the overall brightness, nor may you otherwise alter the lighting board in any way.
- Before using the self-record system in Hatch, you must receive training from a T&MP staff member.
    - Please reach out to T&MP as soon as your recording session is scheduled to schedule a training session. Slots are limited, so it's important to do this ASAP.

All sessions are considered "self-recordings." Questions about recording technology should be directed to T&MP.

- Students who are not recording themselves are responsible for knowing and complying with the Recording Services policy. Per this policy, a student may check out T&MP equipment as available for their personal use and may engage a fellow student or faculty member to assist with making the recording using T&MP-provided equipment, but a student may not bring in outside recording engineers or other non-ESM/UR affiliated individuals or companies to produce recordings on campus.

Ciminelli Lounge, Howard Hanson Hall, and Ray Wright Room are also available for self-booking using Virtual-EMS.

- These halls may be booked online 7 days in advance. The Virtual-EMS system can be accessed at: https://www.calendar.rochester.edu/ For assistance, please contact the Registrar's Office.
- Students are limited to two, 2-hour reservations per two weeks in either of these spaces.