

## **Student Self-Recording in Performance Halls – 2025-2026 Academic Year**

Please read all recording policies carefully. Violations of any of these rules or disrespectful behavior towards Concert Office 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.

### **IMPORTANT REMINDERS BEFORE YOU BOOK A RECORDING:**

#### **Recording sessions are only offered as hall availability allows.**

- Concert halls are performance venues first and foremost. **Availability for recording is never guaranteed.**
- Recordings are **not permitted** on University holidays.
- Halls may be closed for other periods with high concert activity.

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

- Lessons, practice, rehearsals, unofficial recitals, 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.

#### **Performance Halls come as is.**

- The moving of additional pianos, switching pianos, going into the storage room, and/or removing/replacing piano lids is strictly prohibited.

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

- The student who makes the reservation is the **only person allowed** to use the reserved time. You **may not** give your reserved time to anyone else. Any students found to be involved in violating this policy will be ineligible to book recording sessions for the remainder of the academic year, or at the discretion of the Dean of Artistic Planning.

#### **Any preparation or alteration of the pianos in any hall MUST be approved by the Instrument Office.**

- This includes but is not limited to: removing the piano lid, placing stickers, placing objects on or around the strings, etc.
- Students who do not obtain permission from the Instrument Office **may lose recording privileges** for the remainder of the semester or school year.

#### **Please be aware that the halls are monitored via video surveillance at all times.**

- The Concert Office reserves the right to review video footage **at any time**.
- Video footage may also be reviewed or monitored by Eastman Security **at any time**.
- Please note that **all** activity in the halls is recorded for later review, should it become necessary.
- **For safety and liability concerns, the Concert Office does not permit students to have a public audience during recording sessions.**

## **BOOKING A RECORDING IN HATCH AND KILBOURN:**

Requests for recordings may be made on Virtual-EMS starting from 72 hours and up to 2 weeks in advance, on a first-come, first-served basis.

- Requests for Hatch and Kilbourn can be made by visiting Virtual-EMS at: <https://www.calendar.rochester.edu/>.
- After requesting a time on Virtual-EMS, you will receive an initial email confirming we have received your request. Your recording is **not officially booked** until you receive a **second** email confirming your time.
- A concert office employee will respond within 48 business hours, either confirming or denying your request.
  - Please note that the Concert Office is not open on weekends, and will not be able to process requests made after 4pm on Friday until the following Monday.

**Once a recording session has been confirmed, you have 24 hours to request a change.**

- After the 24-hour grace period,
  - The recording session **will count as 1 of your 3 recording sessions** for the semester
  - You will **not** be able to book another session until 2-weeks after the date you reserved.
- If you still need to cancel your recording, please notify the Concert Office as soon as possible, so the time can be assigned to another student.

**Students may book Hatch and/or Kilbourn a maximum of 3 times per semester.**

- You are eligible to book **3 total recording sessions**, and you may split these between the 2 halls in any combination you choose. For example, you could:
  - Record 3 times in Kilbourn and not record in Hatch at all.
  - Record 3 times in Hatch and not record in Kilbourn at all.
  - Record 2 times in Hatch and 1 time in Kilbourn. Etc.
- **Fall semester** is defined as the first day of fall Orientation through the last day of finals.
- **Spring semester** is defined as the first day classes resume through Commencement.

**Students may record in Hatch and/or Kilbourn Hall a maximum of once every 2 weeks.**

- You may only have 1 recording session (in either hall) per every 14 days.
- EX: If you are recording in Hatch on September 1<sup>st</sup>, the first day you could have another recording in Hatch or Kilbourn is September 15<sup>th</sup>.

**Recording sessions during the academic year have a maximum length of 2 hours.**

- Depending on hall schedules, available recording slots may be shorter than 2 hours, but **booking maximums apply regardless of session length**.
  - \*You only receive 3 recording sessions, no matter the length of the session. Whether the session is 10 minutes or 2 hours, it will count as 1 full session.

### **BOOKING A RECORDING IN CIMINELLI, HOWARD HANSON, AND RAY WRIGHT:**

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

- The Virtual-EMS system can be accessed at <https://www.calendar.rochester.edu/> For assistance, please contact the Registrar's Office.

#### **Recording Allowances in These Halls:**

- Students may book these halls up to **7 days** in advance.
- Students are limited to **1 session per week** in these spaces.
- During the academic year, recording sessions in these spaces also have a **maximum length of 2 hours**.

### **RECORDING DURING BREAKS:**

For special projects requiring more extensive set-up and tear-down, a student may book 1 longer recording of up to 6 hours during summer, winter, or spring breaks.

- Sessions longer than 2 hours are **never permitted** during the academic year or during fall break.
- In most cases, longer sessions will be scheduled in Howard Hanson or in Ray Wright Room.
- Longer sessions may be requested up to **3 weeks** in advance.

During summer break, students may book Hatch and/or Kilbourn a maximum of 3 times.

- **Summer break** is defined as starting the day after Commencement and ending the last day before Orientation.

During winter break, students may book Hatch and/or Kilbourn a maximum of 3 times.

- **Winter break** is defined as starting the day after finals finish through the first day classes resume.
  - \*Please note, Kilbourn will be unavailable **weekdays 9AM-5PM** between **December 29<sup>th</sup>, 2025** and **January 16<sup>th</sup>, 2026**.

During fall and spring break, students may book Hatch and/or Kilbourn a maximum of 1 time.

- \*Please note, hall availability tends to be incredibly limited during these weeks.

### **IMPORTANT REMINDERS FOR YOUR RECORDING SESSION:**

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

- The student who makes the reservation is the **only person allowed** to use the reserved time. You **may not** give your reserved time to anyone else.
- You may perform with collaborators, but the student named on the confirmation **must** be a performer in every piece recorded during the session.
- You are **not permitted** to use a hall if you do not have a booking, *even if it appears to be open*. Public Safety will remove any student who cannot produce proof of a reservation in their own name.

**You must properly clean 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, and you **may not** stay past your reserved time to collect your belongings.
- 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.
  - Clearing all chairs and stands you've used from the stage and returning them 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.**

- 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 lighting settings or alter the lighting board in Hatch or Kilbourn in any way.

**RECORDING TECHNOLOGY:**

**Questions about recording technology should be directed to T&MP (located in the basement)**

- T&MP has recording equipment which can be loaned out to students.
- If you plan to use the recording system built into Hatch or Howard Hanson, you should schedule a training with T&MP prior to your recording session.

**All sessions are considered "self-recordings" and must comply with the Recording Services Policy.**

- Students may not bring in outside vendors to make recordings on campus.
  - Students may have a classmate or faculty member assist with making the recording using their own equipment or equipment on loan from T&MP, **BUT**
  - Students **may not** bring in outside recording engineers or other non-ESM/UR affiliated individuals or companies to produce recordings on campus.
- Additional Information about the Recording Services Policy can be found at: <https://www.esm.rochester.edu/concerts/recording-services/>