

## USE AND CHECKOUT OF SCHOOL INSTRUMENTS

The School of Music and Dance maintains a large variety of instruments for use by students in various classes. Any student enrolled in a class that requires an instrument will be allowed to do so, with the recommendation of the instructor. Students must pay a \$20 equipment “Use Fee” to use these instruments, unless the cost is covered by a “Course Fee”.

Music majors are expected to own their primary instruments within a reasonable time after admission to the program. An exception is made for those majoring on the larger and more expensive instruments, i.e., tuba, string bass, percussion, harp, piano, and harpsichord.

## INSTRUMENT AND EQUIPMENT USE FEE

(All fees subject to change)

A \$20 “Course Fee” is included with registration/tuition fees for the following classes: M214, M215, M216, M217, M218, M160, M260, M360, M460 or M560. Students receiving instruments or keys/swipe cards for these classes, **do not pay a “Use Fee”**. The cost is covered by the “Course Fee”.

## CHECKING OUT INSTRUMENTS

For students that are receiving a musical instrument for lessons or ensemble, a \$20 equipment “Use Fee” is required for each instrument that is checked out. A student should receive prior authorization from the course instructor before paying the “Use Fee”. To receive an instrument you must:

1. Fill out a “Music and Dance Equipment/Repair Request” form and have it signed by the faculty member who is teaching the class that requires the instrument.
2. Pay the \$20 “Use Fee” by going to Student Account Services (SSW 2356) or through your WebPortal. If you are receiving an instrument for classes M214, M215, M216, M217 or M218 **you do not pay a “Use Fee”**.
3. Bring the completed “Music & Dance Equipment / Repair Request form, a current Red ID, the payment receipt and a valid California Driver’s license or California ID to the School of Music & Dance Technical Shop (M118), during the posted hours. California ID’s can be acquired at any DMV field office. An exception for the California ID is for students in their first semester, **everyone else must have a California ID**.
4. The student must sign all appropriate forms at the M-118 window before receiving the instrument. Under state statute, it is illegal for an individual to have possession of state equipment, such as keys and instruments, without authorization.

## KEY ISSUE

There are practice rooms located in the basement that have no pianos in them, they are free to use by any SDSU student enrolled in a music course and do not require a key for access. Keys for piano, percussion and harp practice rooms require a \$20 “Use Fee” payment. You must be a piano major to get a key slip for the upstairs piano practice rooms. You must be a percussion major to use the percussion studio(s). To gain access to the piano, percussion or harp practice rooms, you will need to get a “SDSU Key Issue Authorization” form from the School of Music & Dance Technical Shop (M-118). You can pay the “Use Fee” either through your WebPortal or at Student Account Services (SSW 2356). Bring your “Use Fee” receipt to the School of Music and Dance Technical Shop (M-118) window during the posted hours to receive your “SDSU Key Issue Authorization” form. Take this form to University Key Issuing Office, located in the Public Safety / SDSU Police Department building, to receive your key.

If you are receiving a key\swipe card for M160, M260, M360, M460 or M560 **you do not pay a “Use Fee”**.

### **INSTRUMENT/KEY DUE DATE**

All School of Music and Dance equipment must be returned or renewed at the School of Music and Dance Technical Shop (M-118), before the end of the semester. Failure to comply will result in a \$20 “Late Fee” and an additional \$20 “Use Fee”. Additional fees may be charges by the SDSU Cashiers office and SDSU Collections office if the charges are not promptly paid. Ancillary fees will be added for each semester the equipment is not returned to the School of Music and Dance Technical Shop (M-118). Unpaid fees will freeze the student’s records and place a hold on future registration.

Keys must be returned to the “SDSU Key Issue” office at the end of the semester if they are not renewed. Do not drop them off in the key box outside of the School of Music and Dance Technical Shop (M-118).

### **DAMAGED INSTRUMENTS/EQUIPMENT**

Students are required to return equipment in the same condition as it was issued. If the equipment is damaged, the student agrees to pay for the repairs as deemed appropriate by the School of Music and Dance repair technicians. All instruments will be assessed for damage upon cleaning and billed to the student when the repairs are completed.

### **STUDENT LIABILITY**

Students who check out School of Music and Dance equipment are financially responsible for that equipment and must pay for the replacement of that equipment if it is lost or stolen. Students will be charged the replacement cost of the equipment based on current pricing. Additional fees may be charges by the SDSU Cashiers office and SDSU Collections office if the charges are not promptly paid. Unpaid fees will freeze student records and put a hold on future registration.

Before receiving any equipment, all students must initial the “Student Liability” box on the “SDSU School of Music & Dance Equipment Policy Contract”.

### **INSURANCE**

All University equipment that is managed by the School of Music & Dance Technical Shop (M-118), which has a value of \$20,000 or more, will need to be insured by an approved insurance provider. Most home insurance policies will not cover these instruments and additional insurance is required. An insurance guide is available, free of charge, from the School of Music & Dance Technical Shop (M-118). Proof of insurance will be required before these instruments will be issued.

### **PIANO AND PERCUSSION PRACTICE ROOM KEY LIABILITY**

Students are responsible for any practice room key(s) that are issued to them. If a key is lost or stolen, the student must notify the School of Music & Dance Office (619-594-6031) and the Key Access Office (619-594-1992) as soon as possible. The student must pay for the lost or stolen key(s) and meet with the Director of the School of Music and Dance before any key(s) are reissued. Students found possessing an unauthorized key will be reported to the Office of Judicial Procedures.

### **PRACTICE ROOMS**

The basement area of the music building houses the majority of our practice rooms. They are available to any student enrolled in a music course. There are 8 practice rooms with no instruments in them. These practice rooms are left unlocked and are free to use by any student enrolled in a music class. In addition, there are 32 practice rooms equipped with an electronic piano. These rooms are also

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available to any student enrolled in a music course. Piano majors are provided access to special practice rooms, with grand pianos, on the second floor of the music building. They also received a down stairs piano practice room key, in case there are no piano practice rooms available upstairs. All piano practice rooms are locked and require a key to gain access. To obtain a key to these rooms please review the procedure located on page 34 of the Student Handbook under the title “KEY ISSUE”

Dr. Karen Follingstad manages the second floor piano practice rooms. Even if you receive a key to these rooms you will need to schedule practice times. Contact Dr. Follingstad for reservations (kfolling@mail.sdsu.edu).

There are 3 rooms upstairs for group rehearsals, M-208, M-218 and M-233. These rooms are available to music majors. Keys are issued for the semester, to use these rooms you need to:

1. Fill out a “Music and Dance Equipment/Repair Request” form and have it signed by a music & dance faculty member.
2. Pay the \$20 “Use Fee” by going to the Student Account Services (SSW 2356) or through your WebPortal.
3. Bring the completed “Music & Dance Equipment / Repair Request” form, a current Red ID and the “Use Fee” payment receipt to the School of Music & Dance Technical Shop (M118), during the posted hours.

The School of Music & Dance Technical Shop (M118) has temporary keys that allow access to certain classrooms in the Music Department. These keys are available to Music Majors, non-music majors will need to see the Director of the School of Music & Dance (619-594-6031) to seek authorization for class room access.

To receive a temporary key go to the School of Music & Dance Technical Shop (M118), during the posted hours with your Red ID card. A temporary key must be returned within 24 hours of check out. Failure to return the key could result in “Late Fee” charges.

### **LOCKER USE**

Lockers are available for anyone taking a music class. The purpose of these lockers is to protect state-owned and private instruments. SDSU assumes NO responsibility, nor, liability for instruments stored in the music building lockers. Students must provide their own padlocks and all lockers must be locked after being issued to the student.

Lockers are assigned by the School of Music & Dance Technical Shop (Music 118). You need to pay a “Music Locker Fee” to receive a locker assignment. The “Music Locker Fee” can be paid either by going to Student Account Services (SSW 2356) or through your WebPortal. Bring your “Music Locker Fee” receipt to the School of Music and Dance Technical Shop (M-118) during the posted hours and your student ID and a locker will be assigned to you.

If you take possession of a locker that is not assigned to you, your lock will be cut and materials removed without notice. Contents are held at the School of Music & Dance Technical Shop (M-118) for 30 days and then discarded. You may pick up your contents at the M-118 window during the posted hours; bring your California driver’s license or your California ID.

Locker assignments are terminated at the end of each semester. All lockers must be vacated at the end of each semester by 2 p.m. on Friday of final examination week. Any locker not vacated by that time will be opened and the contents discarded.

### **MUSIC STANDS**

Students are asked to own their own wire music stands and use them when School of Music and Dance stands are unavailable.