

Music Alumni Practice Room Policies & Guidelines: 2022-2023 Academic Year

School of Music alumni are eligible to use the designated music practice rooms (C135 & C136) on the first floor of the Holtschneider Performance Center.

Hours of Operation: 9am-9pm, Monday through Friday; 10am-5pm, Saturday-Sunday

PROCEDURES:

1. In order to use a music practice room, alumni **must** obtain an Alumni ID card (**free for all alumni**)
 - a. Visit the [Alumni ID Cards](#) website
 - b. If you have an active alumni profile, sign in and complete an [Alumni ID Request form](#)
 - c. If you do not have an active profile, call the Office of Alumni Relations: 1-800-437-1898 and request an Alumni ID card
 - d. Once your request is confirmed, pick up your Alumni ID card at one of two DePaul ID Services office locations:
 - i. Bring a form of photo ID, such as a driver's license or passport
 - ii. Plan to have your picture taken for the card
 - iii. Allow for 15-20 minutes to receive your ID card at the Lincoln Park or Loop offices

Lincoln Park Campus	Student Center, Rm 109	2250 N Sheffield Ave, Chicago IL 60614	773-325-7466	Mon - Thurs 9am - 5pm
Loop Campus	DePaul Center, Rm 9200	1 E Jackson Blvd. Chicago IL 60604	312-362-5959	Mon - Thurs 9am - 5pm

2. To Reserve an Alumni Practice Room:

- a. **Email Julia Miller (jmill170@depaul.edu) for availability and provide the following information: *Full name, Alumni ID numbers (short & long), phone number, email address and desired timeframe*
 - i. *Practice space must be reserved 48 hours+ in advance. We do not accept walk-ins.*
 - ii. Reservations cannot exceed two hours in one day
 - iii. Identical time-slots may not be reserved more than two days consecutively**
- b. **Once confirmed, you may enter the space at your allotted practice time by swiping your alumni ID outside of the reserved practice room door. You do not need to check-in prior to utilizing your room.**

POLICIES:

1. Non-music DePaul alumni are not allowed access
2. Alumni without an alumni card will not be allowed access
3. Practice rooms are to be used for rehearsal or personal practice only - *Teaching is strictly prohibited*
3. Food and beverages, other than water, are prohibited within the music practice rooms
4. DePaul University is not responsible for lost or stolen items in unattended practice rooms; alumni will be held responsible for damages to university property that occurs during room usage
5. Practice room availability is subject to university-wide closures and holidays
6. Reservations will be reviewed and updated daily
 - a. **Any/All concerns should be sent to Julia Miller, Facilities Coordinator – jmill170@depaul.edu or 773-325-4469.**
 - b. **If your Alumni ID card won't swipe correctly upon arrival, visit Suite C139 for assistance.**