Alumni Practice Room Policies and Guidelines

1. School of Music alumni are eligible to use the designated music practice rooms (C135 & C136) in the Holtschneider Performance Center
   a. Non-music DePaul alumni are NOT allowed access
2. Practice rooms are to be used for rehearsal or personal practice only
   a. Teaching is strictly prohibited
   b. Accompanists are allowed to rehearse with alumni if necessary
3. In order to use a music practice room, alumni must present an Alumni ID* at the School of Music Front Desk (804 W. Belden Ave, Fl. 2) in exchange for a practice room key
   *Arranged and provided by the DePaul Alumni Relations office in the following ways:
   a. [https://alumni.depaul.edu/Benefits/AlumniID](https://alumni.depaul.edu/Benefits/AlumniID)
   b. 1-800-437-1898
   c. DePaul SOM Alumni with active alumni profiles through the Alumni Relations office may submit an Alumni ID Card request form through their online account
   d. Those SOM Alumni without profiles should first call the Office of Alumni Relations to submit and Alumni ID Card request (1-800-437-1898), and then visit the following office locations:
      [https://offices.depaul.edu/information-services/services/identity/Pages/id-card-locations.aspx](https://offices.depaul.edu/information-services/services/identity/Pages/id-card-locations.aspx)
      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
4. There are THREE ways for SOM alumni to reserve practice space:
   a. Setmore scheduling system: [https://depaulsomalumnipracticespace.setmore.com/](https://depaulsomalumnipracticespace.setmore.com/)
   b. By Phone: call (773)-325-7260 for availability and provide the following information: Full name, phone number, email address and desired timeframe
   c. Walk-in: present an alumni card in exchange for a key at the SOM Front Desk (subject to availability / not guaranteed)
      i. All music alumni must retrieve a key from the SOM Front Desk for room access
      ii. Reservations cannot exceed two hours in one day
      iii. Identical time-slots may not be reserved more than two days consecutively in a week
      iv. Alumni without an alumni card will NOT be allowed access
      v. Keys must be returned the same day they are taken out; failure to return the borrowed key or the loss of a key will result in revocation of access or a fine
5. Food and beverages, other than water, are prohibited within the music practice rooms
6. 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
7. Practice room availability is subject to university-wide closures and holidays
8. Hours of Operation: 9am-9pm, Monday through Friday; 10am-5pm, Saturday-Sunday
9. Alumni practice room access is FREE of charge
10. Reservations will be reviewed and updated daily
    a. Any/All concerns can be sent to Mary Arendt, Coordinator of Career Services & Alumni Engagement, at marendt3@depaul.edu / (773)-325-4359