

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>
 - 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>
 - 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/>
 - 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