PALOMAR COLLEGE
Music Practice Room Pass
Request Form

Name:_____

Palomar College ID Number:_____

Music Class(es):_____

Instructor:_____

Instructor Signature or Enrollment Verification:_____

Semester:_____

Palomar Student Email:_____

PIN Request (four or five numbers): _____ <u>**(Music Majors only)**</u>

By my signature below I acknowledge receipt of a copy of and agree to abide by the Palomar College Music Practice Room Rules and Procedures.

STUDENT SIGNATURE:_____

Pass number: _____

PRACTICE ROOM RULES AND PROCEDURES

- ❖ **PRACTICE ROOM HOURS**

   All practice rooms are open Monday through Friday 8:00am to 5:00pm, and Friday 8:00am to 5:00pm.

   The inside practice rooms are open Monday through Thursday 8:00am to 9:00pm, and Friday 8:00am to 5:00pm.

   All practice rooms are CLOSED Saturdays, Sundays, holidays and between semesters.
- ❖ Outside Practice Passes are green.
- ❖ Inside Practice Passes are orange.
- ❖ Outside practice rooms are unlocked from 8:00am to 5:00pm.
- ❖ **Codes for inside practice rooms only work Monday through Thursday 8:00am to 9:00pm, and Friday 8:00am to 5:00pm. Codes do not work outside of these hours or on holidays or between semesters.**
- ❖ A Practice Pass is needed for access to the inside practice rooms, along with a code for the door.

Green Practice Passes are for students who are taking at least one music class.
The green Practice Pass is for the OUTSIDE practice rooms only.

Orange Practice Passes are for students who are enrolled in Applied Music, or for DECLARED Music Majors who are enrolled in at least one music class. The orange practice pass also allows access to the outside practice rooms.

Students enrolled in Applied Music or who are declared Music Majors and are enrolled in at least one music class will be issued a code for the door to the inside practice rooms. **The codes will only work between 8:00am and 9:00pm Monday through Thursday, and 8:00am to 5:00pm Friday.**

Steps to obtain a Practice Pass:

- ✓ Fill out a practice pass request. This can be obtained from Tom Daily in the Music Instructional Support Office, your teacher, or online at http://www2.palomar.edu/performingarts/forms/.
- ✓ Bring your driver's license or other photo ID to the Music Instructional Support Office, Room D-1BB. Call 760-744-1150 extension 2327 for access.
- ✓ Once enrollment is verified, it will take two working days to produce your pass. You can pick it up in D-1BB or it will be given to your instructor to give to you.

For Music majors who have been granted permission to practice in a classroom (typically percussion, piano or vocal performance majors), this is done by appointment only. Contact Tom Daily at tdaily@palomar.edu to set up a weekly appointment. Once you have set an appointment, it is very important that you keep your appointment. Failure to do so may result in the loss of this privilege.

The use of practice rooms and classrooms for student practice is a privilege. Failure to abide by the rules may result in loss of their use.

The music area practice rooms are intended for music practice only. They are not to be used for any other purpose.

In accordance with the Palomar College Student Code of Conduct, any inappropriate activity may result in suspension of practice room privileges, and may also result in disciplinary action.

GUESTS WHO ARE NOT CURRENT PALOMAR MUSIC STUDENTS ARE NOT ALLOWED IN PRACTICE ROOMS OR CLASSROOMS AT ANY TIME.

No food or beverages (except bottled water) are permitted in any practice room at any time.

Do NOT place water bottles or anything else on piano.

All practice rooms are subject to electronic and physical monitoring at all times.

These rules are in place for your safety, and for that of your fellow students, facilities and equipment.

If you see something that you believe is inappropriate, contact a Palomar Staff member or Campus Police immediately.

If you have any questions or concerns regarding the practice rooms, please contact Tom Daily, Music Area Instructional Support Assistant, in room D-1BB. Phone number is 760-744-1150 extension 2327.