

Reserving Practice Rooms at Bard

Signups

Practice rooms are located in several areas on campus. The majority of the practice rooms are in Blum and in the Practice Room Building. There are also eight practice rooms in the basement of the New Robbins dorm.

If you would like to have access to the practice rooms in New Robbins, please ask Eileen Brickner (Bito 106) for an authorization form. You will take this form to B & G to get a key. If you would like to practice, or have a chamber rehearsal, you can make a reservation using space.bard.edu for rooms in Blum, Bito, and the Practice Room Building. Here is how to do it . . .

There are three ways to reserve practice rooms. (1). Please use the link below for the space management system or (2) by emailing practice.bard.edu or (3). you may simply go to the Conservatory building main lobby desk - generally as staffing allows - Monday - Friday - 9am - 5pm to reserve in person.

Go here - space.bard.edu (48 hours IN ADVANCE of the time you would like the room)

*Please note that your reservation might be moved due to academic and space priority.

Log-in: Using your personal bard e-mail (without the @bard.edu) and password info

Under the "Reservations" heading on the top menu bar, select "student/club space request"

Start entering detailed information for your request. Fields marked with a Red * are required

- Choose a single date or click Recurrence for recurring practices
- Choose the start and end time
- Choose the Facilities (campus building) in which you would like to practice in. To see only Music Practice Spaces, scroll to the bottom of the Facilities list and select the specific "View" you are interested in
- Enter the estimated Attendance (optional)
- Select a Setup Type to view rooms with the specific set-up type you require or leave as is to see all rooms (optional)
- Click Find Space

Based on the criteria you entered, a list of locations and their availability will pop up. Note: If the room you were hoping for does not show up in the list, you may have to adjust your setup type.

From here you will be directed to the Location Tab

LOCATION TAB

- Choose your location by clicking the Green + sign
- After selecting a location, a Red X will show indicating that the room has been added to your request
Note: If your practice requires additional rooms, please repeat the step above adding the additional room(s). To remove a room that was previously selected, click the Red X.
- Click Continue. From here you will be directed to the Details Tab

DETAILS TAB

Here is where you will tell us the specific information, including the name and event type as well as the contact person responsible for coordinating the practice. Fields marked with a Red * are required.

If this is your first time using the Space Management System you will not have a Group listed in your drop down menu. To add a group, select the magnify glass next to the group drop down menu and select the Group(s) you would like added by clicking on the Green + next to the Group. You can select all that apply to you (i.e. Chamber, Piano Fellow, and Practice).

The contact will default to Temporary Contact. Please be sure to write all your contact information including your name in the fields.

Then just click Continue

All conservatory students may use, in addition to the regular practice rooms, unscheduled classrooms ie. Olin (in the evening) for practice; Security will be happy to open these rooms for you.

Practice Room Rules

1. No food or drink is allowed in the practice rooms.
2. If a student is more than ten minutes late for a reserved time, another student may take that room for the balance of the time reserved.
3. If a student leaves a practice room for more than ten minutes, another student may take that room for the balance of the time reserved.
4. The practice room must be used for practicing.
5. All personal belongings must be removed after practicing is completed.
6. Only piano music should be placed on the pianos. Do not place ANY belongings on the pianos. No books, jackets, instrument cases, nothing.

Any abuse of the practice rooms or the practice room procedure will result in revocation of practice room privileges and could lead to probation (see Conservatory probation)

Practice Room Scheduling

When can I make my reservation?

If you need a room for practice or rehearsal 48 hours or more in advance, use space.bard.edu - you can do this 24/7. If you need a room one hour - 48 hours in advance, email practice@bard.edu (scheduling hours are Saturday and Sunday 9am - 6pm, Monday - Friday 9am - 8pm).

Approvals will be sent via email.

What are the building hours?

Bitto, Blum and the Practice room building will be open from 6:00 am - 1:00 am.

How early can I make a reservation?

If you need a spur-of-the-moment reservation, come to the lobby in Bitto to schedule a room with the practice room intern.

What if I need a room within the 48 hours time frame?

You can email practice@bard.edu to ask for a room.

For how many hours may I reserve a room?

Two. If you need to practice more than two hours, you can make another reservation for a different space.

Can I reserve a room for my friend or for my teacher?

Students and faculty members must make their reservations personally. Reservations will not be accepted "on behalf" of another student or faculty member.

Do I have to make a reservation to use a room?

If a room is vacant, anyone with proper access to the building may use it with the understanding that they must leave immediately upon the arrival of someone with a valid reservation. A student reservation is no longer valid if that student is more than 10 minutes late.

What happens if I am late?

Students must occupy their reserved room in person within the first 10 minutes or their reservation is forfeited. The "late rule" does not apply to faculty members using Teaching studios. Students and faculty are encouraged to release unneeded rooms so that others may utilize the rooms.

What happens if I leave my room?

Students may not hold a room for more than 10 minutes by leaving their belongings in it (i.e., pianists may not hold a room all day Saturday by leaving their music on the piano). If a student needs to leave their practice room for any reason they must return within 10 minutes. If someone finds a room that is occupied only by another's belongings, they must give the owner 10 minutes to return. If the owner does not return after 10 minutes, the owner forfeits the room and may collect their belongings upon return.