

## Terms and Conditions for the use of the Colyer-Fergusson Practice Rooms 2020-2021

- Practice Rooms can only be used by University of Kent students and staff with an active KentOne card
  - University Music Department has priority use of the Practice Rooms at all times
  - The Practice Rooms cannot be used unless booked
  - All bookings must be made online
  - You must clean / sanitise your hands before entry to the Practice Room
  - The Practice Rooms will not be available when public events are being held in the building
  - The Practice Room permit must be carried when using the facilities and produced when requested
  - The Colyer-Fergusson Hall and grand piano must not be used without the direct permission of either the Head of Music Performance
  - The Practice Rooms are only available between 9am-10pm Monday to Sunday
  - The Colyer-Fergusson Practice Rooms must be vacated by 10pm, or when directed by Campus Security
  - The booking timetables on the Music website should always be referenced for room availability
  - Group bookings must not exceed the stated room capacity (see Music website)
  - There is no eating, drinking or smoking allowed in the Practice Rooms – except water
  - No pianos or other instruments in the practice rooms must be moved
  - Practice Rooms must be left tidy
  - Please ensure that the Practice Room door is firmly shut during practice and when vacated
  - Any incidents or breakages must be reported immediately to the Music Administrator
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- **DO NOT CLEAN THE PIANO KEYS**
  - **Loss of a KentOne card must be reported to the Music Department immediately**
  - **In the event of a fire alarm or other emergency, Campus Security should be contacted on 01227 823333 and the Colyer-Fergusson Building must be vacated immediately via the designated exits**

**The Colyer-Fergusson Building is monitored electronically at all times and CCTV is in use. Improper behaviour or damage to instruments will result in immediate withdrawal of access and possible appropriate disciplinary action**