**Terms and Conditions for the use of the**

**Colyer-Fergusson Practice Rooms 2024-2025**

* 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
* You must clean / sanitise your hands before entry to the Practice Room
* Not all the Practice Rooms will be available when public events are being held in the building
* The Colyer-Fergusson Hall and grand piano therein, must not be used without the direct permission of 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
* Bookings for groups over 8 people must be made via the Music Administrator, and cannot be made using an individual person’s permit
* The Practice Rooms are strictly for music practice, they cannot be used for worship or services, even if they include music
* You may only book one room at a time
* There is no eating, drinking (other than bottled water) or smoking allowed in the Practice Rooms
* No pianos or other instruments in the practice rooms must be moved, or taken from the room
* Practice Rooms must be left tidy
* Please ensure that the Practice Room door is firmly shut during practice and when the room is vacated
* Any incidents or breakages must be reported immediately to the Music Administrator
* **DO NOT CLEAN THE PIANO KEYS**
* **Loss of a Kent*One* 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**