

AUBURN UNIVERSITY
Department of Music
Guidelines for the Use of Goodwin Music Building

- (1) Goodwin Music Building is the home of the Auburn University Department of Music; therefore, its primary use is for the Department of Music faculty and students. As part of the outreach of the Department of Music, the space in the building is offered, per request, for both university and non-university arts-related and on special occasion, non-arts-related events.
- (2) Ideally, events in Goodwin Music Building are held in conjunction with an overseeing faculty member from the Department of Music. This faculty member is responsible for taking care of matters of building security and logistics. However, if a faculty member cannot oversee the event, arrangements can be made to have a Department of Music representative facilitate the event.
- (3) For the use of Goodwin Recital Hall, Stephenson Hall, Thomas R. Smith Hall and Band Hall, there will be a charge of \$75 per use for AU non-Music Department events and \$100 per use for non-AU events. See “Guidelines for Use of Pianos in Goodwin Music Building” for specific requirements for care of the pianos. Checks should be turned into the Music Office and made payable to “Music Gifts.”
- (4) In order for the Department of Music to get full and effective use of the facilities in Goodwin Music Building both in its own use and for outreach in the arts, there are priority guidelines relative to the times that requests can be made. These are as follows:

Priority of scheduling for each upcoming academic year:

May:	Music Department Large Ensemble Performances, Music Department Elderhostel All-State Band Festival, Honor Band Festival, AMEA, Summer Band Camps
June/July	Auburn Chamber Music Society Auburn University Faculty Recitals, Music Department Small Ensembles Other festival/workshop events (with approval of Department Chair) Guest Artist Recitals
August:	Student Degree Recitals (Senior – 1 st week of classes, Junior – 2 nd week of classes) Student Ensemble Recitals
September:	Student Non-degree Recitals

No events except for exams and performance juries may be scheduled during the final exam period.

Specific guidelines for scheduling Goodwin Recital Hall:

- No non-Music Department events or classes may be scheduled in the Recital Hall during the last six weeks of each semester without prior approval by the Department Chair.
 - There should be no regularly scheduled class or rehearsal in the Recital Hall. Rehearsals and performance classes may be scheduled no earlier than 3 weeks prior to the rehearsal/class (with the exception of dress rehearsals and recital hearings).
 - At the beginning of each semester, each faculty member may schedule in advance one studio convocation for that semester in the Recital Hall. After the 10th day of classes, faculty may schedule a second studio convocation for that semester.
 - For each student’s recital, the applied faculty member may schedule in advance one 2-3 hour dress rehearsal and one 1-hour recital hearing. All other rehearsals can be scheduled no earlier than 3 weeks prior to the recital.
 - All student rehearsals need to have a faculty member responsible for opening and locking the hall. For security reasons, students may not use the hall for rehearsal during late night and early a.m. hours.
- (5) Any person(s) or group(s) that use Goodwin Music Building are expected to leave the facility as they found it. This includes leaving all furnishings in place and the facility left clean.