

## YSM Facilities Use Policy

Spring 2021

*As you organize, schedule, and attend events in Yale School of Music facilities, please familiarize yourself with the following policies.*

### Building Hours

#### *Hendrie Hall and Leigh Hall*

Monday-Friday | 8:30 a.m.–11:30 p.m.

Saturday and Sunday | 8:30 a.m.–8 p.m.

#### *Sprague Memorial Hall*

By reservation only

#### *320 Temple St.*

Closed for the spring 2021 semester

### Availability

- To enter a building, all COVID-19 safety compliance requirements must be met.
- Students affiliated with the Institute of Sacred Music may access YSM facilities in addition to rooms at the ISM.
- Most faculty studios in Hendrie Hall and Leigh Hall are available for lessons and practice. Studio coordinators will manage and schedule the use of those rooms.
- The Sprague Memorial Hall basement is available only for use of the octet suite (see below).
- Rooms must be reserved through [ArtsVision](#) (see below) in advance. No walk-ins, no exceptions.

### Practice room use

- Only one individual is allowed in each room during a practice session.
- You may remove your mask only once you are inside and alone in a practice room.
- Do not eat in the practice room. Only water is permitted.
- Please follow physical-distancing, mask-wearing, and safety guidelines when leaving the practice room to use a restroom or water-bottle refilling station.
- Failure to follow health and safety guidelines puts you and others at risk. Students who repeatedly fail to comply with safety guidelines may have their practice-room privileges revoked.
- Cleaning instructions are posted in each room.
- Practice rooms will remain locked when not in use and empty and for at least one hour between reservations to allow for air turnover.

### Practice room quotas

- Pianists: four hours per day
- All other students: three hours per day
- Additional practice hours may be scheduled through the studio coordinators.
- Reservations may be made up to 48 hours in advance.

Campus Address:  
Sprague Memorial Hall  
98 Wall St

P.O. Box 208246  
New Haven, CT 06520-8246

Tara Deming  
Manager  
T 203 314-4904

Christopher Melillo,  
Assistant Manager  
T 203 605-5293

[music.yale.edu](http://music.yale.edu)

## Practice room reservations

There is a new and improved format on ArtsVision for spring semester practice-room requests. Go to [music.yale.edu/artsvision](https://music.yale.edu/artsvision) and log in using the “Yale NetID Log in” button.

- Using the menu, click on “Room Requests.”
- Select a date and use the “Rooms” drop-down menu to choose what kind of available rooms you’d like to see.
- Navigate to the desired room and time, and then click and drag to select the desired amount of time.
- Enter any event details and click “OK.” You do not need to include your name.
- Your reservation will now appear in the “—My Events—” filter on your calendar.
- To cancel a reservation, go to “Room Requests” and click on the event, then select “Cancel Event.”
- Contact [Belinda Conrad](#) or [Rachel Glodo](#) with any questions.

## Classrooms and studios

You may request a classroom or studio for practice, rehearsal, or recording via your studio coordinator. If you do not have a studio coordinator, please contact [Tara Deming](#) directly.

## Wired suites

There are multiple wired suites throughout the school. Vocalists and ISM affiliates should contact their department coordinators for information. String players should expect to collaborate in classrooms unless working with an unmasked colleague. Wind and brass players may access the wired suites as follows.

## Octet suite

The octet suite in the basement of Sprague Memorial Hall allows up to eight players to perform synchronously with microphones, video monitors, and headphones. There will be no noticeable latency in the suite, which will be equipped with Zoom and recording capabilities.

- The octet suite is **only** for wind and brass players.
- Chamber music and Yale Philharmonia rehearsals will be scheduled in the suite.
- Additional rehearsals may be requested through [Matthew Matheny](#) within 72 hours (three days) of the open date. You may view availability on ArtsVision using the Zoom Calendar and choosing the “Octet Suite” filter.
- A key is required to access your assigned room in the suite.
- Sign in with the Leigh Hall monitor to check out your key.
- Keys must be returned to the Leigh Hall monitor promptly after your scheduled room use.

## Trio suite

There is a three-room suite on the first floor of Hendrie Hall that allows collaborations between two or three people.

- Use of the suite is scheduled by the collaborative pianists and for chamber music and Yale Philharmonia.
- Time in the suite that is unclaimed by chamber musicians, the Yale Philharmonia, or collaborative pianists may be requested through your studio coordinator within 72 hours (three days) of the open date. You may view availability on ArtsVision using the Zoom calendar and choosing the corresponding filter.

## Studio coordinators

Russell Fisher	van Sice
Connor Holland	Cobb
Kanako Koyama	Haas, Lee
Samuel Anderson	Hartman
Michael Fleming	Jantsch
Cameron Cullen	Wilson
Max Mulpagano	Palma
Amy Hur	Shifrin
Megan Yip	Watkins
Ye Jin Min	Aki
Erin White	Kang
Kate Arndt	Kavafian
Florrie Marshall	Causa
Marvin Ren	Verdery
Griffin Botts	Purvis
Jillian Honn	S. Taylor
Eleni Katz	Morelli
Alexa Stier	Berman, Slutsky
Derek Hartman	H.K. Chen, M. Chen, Yang
Chris Talbot	J. Taylor, Voxtet
Richard Gress	Organ
Nate Widelitz	Choral Conducting

## Collaborative piano

- Rehearsals with collaborative pianists are scheduled in ArtsVision by the pianist.
- Rehearsals must be scheduled at least three days in advance.
- Additional details about collaborative piano policies are available in the Student Resources tab of ArtsVision.

## Arrival and signing in

- Students must sign in at the table in the student lounge in Hendrie Hall or the entryway of Leigh Hall. Please follow posted signage and maintain a distance of six feet between yourself and others at all times.
- Arrive five minutes before your scheduled reservation to sign in and gain access to your room.
- Students may be asked to wait for the next available practice-room monitor to unlock their reserved room.

## Departure and signing out

- You must leave the room promptly at the end of your reservation and make your way to the check-in table to sign out.
- Students must sign out at the same table at which they signed in. Do not use other exits and do not leave the building without signing out.
- Students who leave the building before the end of their reservation but plan to return must alert a monitor.