

P&S Bard Hall Music Room "A" Member Agreement

Membership fees cover the cost of equipment repair and room maintenance. As a condition of my membership and use of the Bard Hall music rooms, including the use of all equipment housed in the rooms, I agree to abide by the following rules regarding the care and proper treatment of all equipment and facilities:

1. **No food or beverages**, with the exception of water, are permitted in the music rooms at any time. Water must be contained in spill proof bottles, and never placed on or near equipment.
Initial: _____
2. Coats, bags, etc should be placed on tables, chairs, or the floor, and not on top of equipment.
Initial: _____
3. **NO TRASH!** All trash and papers (including sheet music) must be taken out of the room before leaving. All sheet music left out will be considered trash.
Initial: _____
4. **Rooms must be restored to their original condition before leaving.** This includes closing and covering pianos, turning off and moving all amplifiers and other equipment against the wall, putting away all microphones and other electronics in their cases, coiling and hanging up all wires, etc.
Initial: _____
5. **Make sure the windows are locked and closed before leaving!** Rain/snow tends to blow into the room (often forcing open unlocked windows) and damage the equipment. coffeehouse@columbia.edu.
Initial: _____
6. There is a three-strike policy regarding room usage. Should a music room be found in an unacceptable condition (cleanliness, damage, etc.), the last person to have signed out the key to that room will be given a strike, unless the leaders have been notified in advance of any issues. The first strike will result in a one week ban, the second a one month ban, and the third a permanent ban from the music rooms. If you find the room a mess, please report to the security desk upon returning the key and send an email to coffeehouse@columbia.edu.
Initial: _____
7. Do not attempt to fix any equipment on your own. Report all problems to coffeehouse@columbia.edu.
Initial: _____
8. No equipment (PAs, amplifiers, etc...) is to be moved out of the music rooms without express permission from Coffeehouse.
Initial: _____
9. No furniture is to be removed from the music rooms at any time. If you bring extra chairs, etc. into the room, please remove/replace everything when you're done.
Initial: _____

10. Personal equipment (such as guitars or amplifiers) can be left in the music room, but you must contact coffeehouse@columbia.edu with your name, type of equipment being stored in the room, and whether or not others can use the equipment while it's in the music room. A list of all personal gear (as well as all P&S Club gear, which is available for use) will be posted on the door to Music Room A. In addition, please inform us when you permanently remove your gear from the music room, so we can update the list. The P&S Club is not responsible for any damage to personal equipment stored in the music rooms.

Initial: _____

11. The music room may be scheduled for weekly rehearsals through Musicians' Guild for **P&S Club student organizations only**. Sign-up sheets for practice time may be posted on the music room doors leading up to events (such as Coffeehouse or Musical Monday). Otherwise, the rooms may be signed out on a first come, first serve basis by the security guard at the 60 Haven Ave desk with your membership sticker on your ID card.

Initial: _____

12. There are events throughout the year in the Bard Hall Lounge and a list of upcoming reservations for that week will be posted outside the lounge by the Housing Office. If the lounge is being used for an event, you will not be able to use Music Room A.

Initial: _____

13. **Courtesy Hours are always in effect.** Please remember that the music rooms are located within a residence hall where people sleep and study and are not soundproof. We don't have set hours, but please be considerate by limiting use during late nights and exam periods as well as trying to limit the noise (making sure both sets of doors are closed shut) etc. If this becomes a problem, *the Coffeehouse leadership has the right to limit music room hours at any time during the year.*

Initial: _____

14. Members will be held financially responsible for any damage caused to P&S Club equipment. The member signing out the room is responsible for the conduct of all others they bring into the room.

Initial: _____

Please be courteous to other members. Anyone whose actions are repeatedly reported or observed to be inconsiderate, rude, or in direct violation of any of the aforementioned rules or university policies will have their membership terminated immediately without refund.

I have read and understand all the above and agree to follow all the rules of Music Room A with the knowledge that that failure to do so can result in termination of membership without a refund at any time.

Print Name

Columbia UNI

Signature

Date

Circle your affiliation:

Student - \$40

Faculty/Staff - \$80

If student, circle your school:

P&S

CDM

GSAS

IHN

MPH

Nursing

OT

PT

ADMIN USE ONLY

Paid: Cash Check # _____

New Member Renewal