

ARTICLE ____

SCHEDULING OF ROOMS FOR STUDIO AND CLASSROOM TEACHING, AND COACHING

The following sections outline the assignment of teaching and rehearsal space; the procedures to be followed by faculty members, and the restrictions on space uses.

A. Room Assignment Policy

Priorities for the assigning of rooms shall be as follows.

1. Classroom teaching: Classes are scheduled first and given highest priority to ensure that they take place in suitable rooms based on such characteristics as anticipated size of class and furnishing needs (e.g., chalkboard or whiteboard, audio/video access, chairs, music stands, cords for connecting Macintosh or PC laptop to audio/video system).
2. Private teaching: The School shall make every effort to assign rooms for private teaching according to faculty preference.
3. Frequently, multiple faculty members request the same room for the same time. These conflicts shall be resolved according to the following criteria, in order of importance:
 - a. Seniority of the instructor, based on length of service at Longy.
 - b. Quality of the instrument for piano or harpsichord lessons and appropriateness of the room for the lesson type.
 - c. Academic level of the student.

B. Room Assignment Procedures

The specific procedures for implementing the room assignment shall be:

1. Faculty requests for permanent teaching space: Room request forms for the summer term and academic year will be distributed on or before April 15.

Faculty members fill out these forms as completely as possible, and return them to the Registrar by the specified due date. The schedule for the disbursement and collection of the forms is as follows:

- Academic Year: Forms distributed by April 15 are due approximately July 8
- Summer Term: Forms distributed by April 15 are due approximately May 15

2. Forms turned in after the deadlines receive the lowest priority for room assignment. The collected request forms are used to create the room schedule for the semester, which is posted in the front lobby of each building at the beginning of each term.

3. As the semester progresses, faculty members must notify the Front Office Manager and Schedule Coordinator of any blocks of unused time in their

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schedules, so that they can be reassigned for occasional one-time uses.

C. Faculty requests for temporary room assignments or changes: Frequently, faculty members need to schedule make-up lessons, interviews, rehearsals, etc. at a time different from their normal teaching time. Requests for special teaching or rehearsal space or one-time changes should be made at the Front Office. Though it may not always be possible, requests should be made by 3:45 PM the day before to ensure that an accurate schedule is available to students trying to find practice space. These requests are filled on a first-come, first-served basis with the best available room. Temporary room assignments are posted at the Front Office. Faculty may only ask a student to vacate a room if they have previously reserved it. If a room has not been reserved in advance, it is available on a first-come, first-served basis for faculty and Conservatory student use.

D. Faculty requests for student practice space: Faculty members are asked not to schedule rooms for their students' practicing. Rooms scheduled by faculty members may only be used for their own teaching or for Longy-related activities such as interviews, student advising, and rehearsals for Longy performances.

E. Requests for teaching/rehearsal space on Saturdays: Longy's Preparatory Studies program has most of its classroom and ensemble activities, as well as private teaching on Saturdays. All requests for teaching or rehearsal space on Saturdays from 8:00 AM to 6:15 PM should be made with the Director of Community Programs or the designated member of his/her staff.

F. Requests for use of performance spaces: Pickman Hall, the Wolfensohn Room at Zabriskie House, and Room N-1 in the Rey-Waldstein Building are considered performance spaces and are also sometimes available for rental to outside groups. All requests for use of these spaces should be directed to the Concert and Recording Services Manager, except on Saturdays from 8:00 AM to 6:15 PM when requests should be directed to the Director of Community Programs or the designated member of his/her staff.

G. Changing permanent schedules or room assignments: Faculty members should get permission from and notify the people indicated below of changes in their teaching schedule and room assignments (other than temporary or one-time changes). All changes are subject to space availability.

Change of:	Needs permission of:	Faculty member should also notify:
Teacher's lesson block	None	Front Office Manager and Schedule

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		Coordinator
Conservatory or Continuing Studies class time	Appropriate Dean (who will notify Registrar), Department Chair	
Preparatory Studies class or lesson block	Director of Community Programs or designated member of his/her staff (who will notify Registrar)	
Pickman Hall, Wolfensohn Room, or Room N-1 rehearsal or concert time	Concert and Recording Services Manager (all times except Saturdays 8:00 AM to 6:15 PM) or Director of Community Programs or designated member of his/her staff (Saturdays 8:00 AM to 6:15 PM)	