

PRACTICE ROOMS & LOCKERS

Schoenberg Music Building contains approximately 21 practice rooms. As of Fall 2012, practice room access will only be available to students majoring in Music, Ethnomusicology, or Musicology; full time UCLA students enrolled in an appropriate Music, Ethnomusicology, or Musicology course; or students who are members of a Herb Alpert School of Music organization.

MFSF (Practice Card) Fee:

As of Fall 2005, the Music Department will implement the Music Facilities Services Fee (MFSF). The MFSF will be assessed for all voluntary individual and ensemble practice use to help provide needed services for spaces in the Schoenberg Music Building, such as pianos, practice rooms, instrument lockers/storage, studios (per faculty approval), and building security. This fee will be implemented via the issuance of MFSF (practice room use) cards. All students who purchase a MFSF card will also be issued a locker (while available). The basic fee is \$57.00 per quarter, which allows unlimited use of any open practice room at any time during building hours. (Building hours can be found at <http://www.music.ucla.edu/facilities-and-maintenance-1>). For an additional fee, you will have the opportunity to reserve more than the standard two hours in the practice rooms between 8:00 am and 6:00 pm, Monday through Friday. Please review the MFSF reservation chart for fee rates.

How do I get A MFSF (Practice) Card?

The MFSF card serves as your practice card and you may apply for it at anytime during the school year in 2539 Schoenberg. Students may **not** decrease their MFSF package after the second week of the quarter. Erica Haw is in charge of MFSF cards and keys.

MFSF Fee Chart: Beginning Summer Quarter 2012

Basic MFSF package (\$57 per quarter): Unlimited use of any unoccupied practice room at any time. This also includes a locker in Schoenberg Music Building, if available.

MFSF Reservations: Please go to <http://mfsf.music.ucla.edu/mfsf/> to access the online reservation system. You may be required to log in with your UCLA Bruin Login ID. For an additional fee, you will have the opportunity to reserve more than the standard two hours in the practice rooms between 8:00 am and 6:00 pm, Monday through Friday.

Additional Reservation Hours	Additional Fee per quarter
3 hours	\$17
8 hours	\$34
13 hours	\$51
18 hours	\$68

Room type: There are two kinds of practice rooms: Blue and Yellow. Blue rooms are unlocked, and are generally for use by non-majors enrolled in a school of music affiliated course. Yellow rooms are locked, and are only for use by majors, who can obtain a key from Erica Haw in Schoenberg 2539. Practice room access is available throughout the year during

posted building hours. Eating, drinking, sleeping, or storing personal items is prohibited. *There is no "holding" of practice rooms – a practice room is always available to anyone except when someone is practicing inside or has made a reservation to use it.*

Security: Practice rooms are routinely checked by Community Service Officers (CSOs) to make sure that they are being used properly. Repeated misuse of the practice rooms will result in a suspension of practice room privileges. CSOs are there for the safety and security of the students and the instruments. Please cooperate with their requests and promptly report any damage to instruments or suspicious activity to the CSO on duty.

MFSF Card Use: To use a practice room, students must have a current MFSF card. The MFSF room card must be placed in the window slot on the practice room door when using the room. Only MFSF cards will be honored; Bruin cards, driver's licenses, or other forms of identification will not be accepted. MFSF cards found in empty rooms will be confiscated by the CSO guards, and brought to the main office.

Lost Cards and Keys: The fee for replacing a lost MFSF cards is \$23. Lost keys cost \$29.

Practice Room Keys: Students with yellow MFSF cards will be issued a key to unlock practice rooms. Students must return practice room keys at the end of the spring quarter for autobill packages, or if a package is not renewed for a subsequent quarter.

LOCKERS

Department Instrument Lockers: Lockers will be provided pending availability to those who purchase a MFSF card.

Lockers are issued at the beginning of each academic year in the Fall Quarter. The size of the locker depends on the size of the student's primary instrument (Schoenberg Music Building has 215 lockers of varying sizes).

Students use lockers at their own risk, and neither UCLA nor the Department of Music is liable for any loss, damage or theft to any personal property left in lockers. Students using lockers are strongly urged to obtain personal property insurance for instruments of high value.

Notices are posted throughout the year to inform students of renewal deadlines. Lockers that are not renewed, and not cleaned out, will have their contents confiscated. There will be an \$86 charge to reclaim items removed from lockers by staff.