

Campbell Music Facility Guidelines 2016/17

All students and staff who use the music facilities will ensure the following:

Band Room

1. Instruments are placed on their designated shelves
2. No instruments are left in the hallway during school hours
3. The piano is covered at the end of rehearsal
4. All percussion equipment is stored in the assigned area at the end of rehearsal
5. Chairs and stands are left in orderly rows, with stands on the chairs at the end of the day
6. Use of the microwave is with permission from Scott Peters– and must be kept clean
7. Pick up any garbage left behind
8. Music is to be kept in lockers or go home. Under no circumstances is music to be left in the band room
9. Broken equipment must be attended to immediately. Please let Mr. Peters know if something needs repair
10. Do not leave personal items (coats, textbooks, binders) in the band room

Auditorium

1. Music Risers unfolded and set up in the appropriate location
2. Music Risers folded and returned to appropriate location in Auditorium at the end of every rehearsal
3. The piano is unlocked, uncovered and set up for each rehearsal – then re-covered and locked at the end of every rehearsal
4. All garbage must be disposed of in appropriate containers – no food or drink containers left behind!
5. Bleachers checked to ensure that all garbage is disposed of and no personal items are left behind

Room 125

1. All music stands stacked on rack after every rehearsal
2. All stools folded and stacked against back wall
3. All personal items must be removed from the room at the end of each rehearsal
4. Use of the microwave is with permission from Mr. and Mrs. Baird – and must be kept clean
5. Please use the dust mop on the floor as needed.

Practice Rooms

1. All music stands stacked on rack after every rehearsal
2. All chairs folded and stacked against the designated wall
3. All personal items must be removed from the room at the end of each rehearsal
4. Please turn lights off after use and ensure that the doors are locked.
5. All garbage must be put in garbage can after use.

Backstage Area

1. Used only with the permission of Mr. and Mrs. Baird
2. No food or drink backstage at anytime!
3. No tables, chairs or boxes are to be left on stage or blocking the wings
4. Vacuum cleaner and broom located backstage- to be used to clean up any debris as needed
5. Wing curtains must not be moved.