

Dear Music Students,

This is a reminder about the nature of our practice rooms. Please take heed of the following:

Usage of Department of Music Practice Rooms is subject to campus, school and department policies and procedures:

<https://www.policies.uci.edu/policies/pols/900-10.php>

In short:

**40.20**

All persons on University property are required to abide by University policies and campus regulations and shall identify themselves upon request to University officials acting in the performance of their duties. Violation of University policies or campus regulations may subject a person to possible legal penalties; if the person is a student, faculty member, or staff member of the University, that person may also be subject to disciplinary action in accordance with University policies and campus implementing regulations.

**40.30**

All use of University properties and services must conform to applicable campus time, place, and manner regulations.

In order to check out keys for access, each of you signed a CTSA Key Checkout Guidelines form, which contains the following policy statements:

1. Use of CTSA facilities is a privilege; failure to follow CTSA and department policies may result in these privileges ~~being revoked~~.
2. Do not prop open doors. If it is necessary to prop open the door, you are responsible for making sure the doors ~~are closed and secured when you leave the room~~.

AITR Practice room door(s) were propped open last Friday evening/night, with non-Music students present. Both were and are violations that go against use policy.

Based on key card scans, we are able to identify users who swiped, but this is not proof positive of someone who may have tailed in and proceeded to prop doors open.

**The use of Department practice rooms are a privilege, not a right. Violations of use policy may result in warning or immediate revocation.**

**In a worst case scenario, if something catastrophic were to take place in our facilities, the building could be shut down with access closed off to all students.**

**If this were to happen, everyone loses.**

Policies and procedures are in place to protect students and authorized guests.

Please notify the department office of suspicious activity.

Stay safe and exercise sound judgement,

Peter E. Chang

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*He / Him / His*