

Keller Hall Procedure Manual

Contact Information:

Mikal M. Thompson, Keller Hall Manager

HalloWho@unm.edu or keller@unm.edu; (505) 277-2131

CONTENTS

I.	Performance Procedures	2-4
	A. Schedule Priorities	
	B. Recital Times	
	C. Set-Up	
	D. Dress Rehearsals	
	E. Recital Prerequisites	
	F. Booking Procedures	
	G. Programs	
	H. Recordings	
	I. Receptions	
II.	Renting Keller Hall	5
	A. Special Recordings	
	B. Contracts	
	C. Contract for use of Keller Hall	
	D. Agreement for use of Keller Hall	
III.	Concert Music	6
	A. Course Requirements	
	B. Recital Attendance Credit	
	C. Performing for MUS 101 <i>Concert Music</i>	
IV.	Music Department Procedures	7
	A. Lockers	
	B. Practice Rooms	
V.	Equipment Inventory	8
	A. Reporting Stolen Items	
	B. Reporting Relocated Items	
	C. Instrument Check Out	
	D. Surplus	

I. PERFORMANCE PROCEDURES

A. Scheduling Priorities

1. Large Ensembles (Orchestra and Wind Symphony) have first priority when first scheduling Keller Hall for an academic year. The Music Dept. should receive verification from Public Events by February 28 of large ensemble concert and dress rehearsal dates in Popejoy Hall for the next academic year.
2. After Popejoy Hall dates are verified, faculty and ensemble performances may be scheduled for the next academic year. Faculty and ensemble directors have exclusive access to scheduling Keller Hall until May 1.
3. Students giving required* recitals (Bachelor of Music or Bachelor of Music Education degrees) begin signing up for the Fall semester on May 1 and on September 1 for the Spring semester. (see Keller Hall Student Recital Policy).
4. Students giving non-required recitals may sign up after the first day of classes for that semester.
5. Rentals may be scheduled at any time but dates may need to be negotiated if ensemble conflicts arise.
6. Faculty may schedule additional rehearsals in the hall, but must **give at least one week's notice**.
7. If a concert/rehearsal is going to be cancelled, please let the Keller Hall Manager know as soon as possible. Keller Hall staff will wait 30 minutes for a scheduled session; if no one shows up, they will leave!
8. NO CONCERTS OR EVENTS SHOULD BE SCHEDULED DURING FINALS WEEK. THIS IS A UNIVERSITY POLICY TO ALLOW STUDENTS TO STUDY FOR FINALS.

B. Recital Times

1. Faculty and ensemble performances will be held at 7:30 p.m., or 3:00 p.m. on weekends.
2. Student recital times are as follows:
Weekdays: 4:00, 6:00 and 8:00 p.m.
Weekends: 12:00 p.m., 2:00 p.m., 4:00 p.m., 6:00 p.m., and 8:00 p.m.
3. Students must limit their programs to 90 minutes (including intermission)
4. Time Exceptions allowed during busier seasons.

C. Set-Up Time

1. Faculty and ensembles will have 1 hour set up time unless otherwise specified.
2. Students will have 30 minutes set-up time. (Percussionists will be given extra time if possible.)

D. Dress Rehearsals

1. Faculty and ensemble dress rehearsals will be limited to 3 hours.
2. Opera Studio dress rehearsal time as needed to accommodate additional lighting and staging time.
3. Student recital dress rehearsals will be limited to 2 hours and can be broken up into two one-hour slots.

E. Recital Prerequisites for a Required Degree Recital (B.M. or B.M.E.)*

1. Student must be currently enrolled in the College of Fine Arts.
2. Student must be enrolled in APMS 391 *Junior Recital* or APMS 491 *Senior Recital*.
3. Student must have completed Music 252 *Music Theory IV* and Music 252L *Theory IV Aural Lab*.
4. For a senior recital, student must have completed both MUS 361 *History of Music I* and MUS 362 *History of Music II* and have passed all sections of the Piano Proficiency Exam if required for the degree. NOTE: The proficiency exam must be passed before enrolling in APMS 491.

These prerequisites should be verified by the student's applied instructor before he/she approves the student's performance booking form. Any exceptions must be approved by the department chair.

*NOTE: A recital is not required for the Bachelor of Arts in Music.

F. Booking Procedures

1. Students must fill out the Keller Hall Booking Form completely before a date in Keller Hall will be reserved. (This includes instructor signature and any recording fees.)
2. The Performance Booking Form is found in the Packet. The applied music instructor must sign it before the recital can be scheduled.
3. You must specify on the Booking form what equipment will be needed for the recital (piano, stands, chairs, etc.). Only 10 stands and 10 chairs are available. If the performance requires more equipment, the student is responsible for providing it.
4. If you will be using one of the Department's harpsichords, you are responsible for moving it and setting it up. Keller Hall staff are not to be expected to help move the instrument. They will move it across the stage during the recital between sets provided you have instructed them ahead of time how to do it safely.
5. Recitals must be canceled at least 2 weeks in advance or the student will be charged a \$50 fee.
6. Dress rehearsals may be arranged at the time of booking or at a later date. Students are advised to book as early as possible, as soon as schedules of all involved personnel are known (including accompanists, other assisting performers, and the instructor). This should be within one or two weeks of booking the recital.
7. If students pay the recording fee at a later date, they will be subject to a late fee. Students are responsible for meeting the Recording Studio deadlines. (NOTE: Graduate students must pay the fee two months in advance of the recital date).

G. Programs

1. All programs will be produced by the Keller Hall Manager for student, faculty, and ensemble performances, so long as program information is received at least one week prior to the performance. NOTE: Graduate degree recital programs will be accepted only from the Graduate Coordinator with a signed Approval-to-Print form.
2. The Recital Information form (found in the student recital packet) must be filled out completely and returned to the Keller Hall Office (room 2134) no later than three weeks before the date of the recital.
3. Faculty and ensemble programs will be printed on 8 1/2 x 11 paper, folded in half.
4. Undergraduate student recital programs will be printed on 8 1/2 x 11 paper, folded in half. NOTE: Required recitals must contain a notation that the performance fulfills degree requirements. Please make sure that your degree is listed accurately (Bachelor of Music or Bachelor of Music Education). No notation will be made for Bachelor of Arts recitals because they are not required by the degree plan.
6. Graduate student recital programs and program notes will be printed on 8 1/2 x 11 paper (not folded).

H. Recordings

1. A recording fee must be paid if a recording is required or desired. Fees are as follows:
\$50 for audio recording
3. Graduate students giving a required recital **must** have their performance recorded by the Music Department Recording Studio. Recording fee is due two months in advance of the recital.
4. Recordings for all other student performances are optional.
5. Students are responsible for scheduling a recording with the Recording Engineer if they wish their recital to be recorded. There will be a late charge fee if the recording studio is contacted AFTER 30 days before a performance. There will be no guarantee that it will be scheduled after 30 days.

I. Receptions

1. Students are not allowed to have receptions in the Keller Hall Green Room.
2. Receptions may be held either in the lobby or by reserving a classroom through the Music Department office (505) 277-2126.
3. If a student decides to have a reception at either location, he or she must notify the Keller Manager two weeks in advance.
4. Keller Hall staff can provide and set up tables to be used in the lobby or have a key to access the reserved classroom to let people in before the concert to set up, lock in their items during the concert and unlock the room for the reception.
5. If a student chooses to hold a reception in a classroom, under NO circumstances are items to be placed on the piano. Students holding receptions in a classroom are responsible for cleaning up and leaving it class-ready after their reception.
6. The following may hold receptions in the Green Room by prior approval and provided it is the last event in the hall for that day and that no more than 30 people are expected to attend:
 - a. UNM Music Faculty if it is their own performance or that of a guest artist.
 - b. UNM Music Faculty, College of Fine Arts Departments or rental clients involved with a large event involving donors, guest artists and/or community guests.

The following conditions will apply:

- a. The Keller Hall Manager must be notified at least two weeks in advance if a reception is desired in the Green Room.
- b. Type of food and/or drink allowed: Finger-food, snacks and light appetizers that will not cause permanent damage to the furniture and carpet. **NO RED PUNCH ALLOWED.** For questions about what items are acceptable, please contact the Keller Hall Manager.
- c. The user is responsible for cleaning up the Green Room after the reception. The room must be returned its original condition following the reception. The Keller Hall staff is not to be expected to help clean up after a reception.

II. RENTING KELLER HALL

A. Special Recordings

Music students: \$40 per hour

1. Music students must find a recording time suitable to the Keller Hall manager and the Recording Engineer.
2. There is no rental fee for the hall.
3. Recordings will not be distributed until all recording fees have been paid at the cashier's office.

Music students self-recording: \$25 per hour

1. Music Students must find a recording time suitable to the Keller Hall Manager.
2. There is no rental fee for the hall.
3. Students need to supply their own recording equipment and, if needed, recording technician.

Outside Groups: \$50 per hour for the recording

1. All recording dates must be approved by the Keller Hall manager and Sound Engineer.
2. The rental and recording fees must be paid before the recording session.
3. No recording will take place until payment has been received.
4. Copies of the recording may be obtained up to 30 days after the recording date.

B. Contracts

1. Keller Hall rentals are based on availability.
2. Dates for rentals may not be confirmed until faculty and ensemble dates have been verified for the next academic year.
3. Renters will be given a contract packet. This includes a contract, an agreement, and box office information.
4. Renters are responsible for their own publicity.
5. For information on receptions, see Section I on page 4 above.

C. Contract for use of Keller Hall

1. This contract includes all pricing for Keller Hall.
2. Keller Hall will provide 20 chairs and 15 stands free of charge to the renter. All other equipment must be arranged by the renter.
3. A 50% deposit is required to secure the date. This deposit is due at least 30 days in advance.
4. For rehearsals, 1 staff member is required.
5. For performances, 2 staff members are required for non-ticketed events. For ticketed events an additional usher is required. If extensive lighting is necessary, the renter must supply his or her own Lighting Technician (extensive lighting will be defined by the Keller Hall manager).
6. Audio and video recordings must be arranged with the Department of Music Recording Studio.
7. Proof of insurance is required for up to \$1 million general liability.

D. Agreement for use of Keller Hall

1. This agreement must be signed by renter.
2. Renter must provide proof of insurance as stated in item #7 of the agreement.
3. Events must be canceled at least 30 days in advance.
4. The renter will be held liable for the full amount of rental minus labor for events not canceled within the deadline.

III. CONCERT MUSIC

A. Course Requirements

All undergraduate music majors are required to take a prescribed number of semesters of MUS 101 *Concert Music* as part of their degree programs. This class meets on Thursdays at 2:00 p.m. in Keller Hall, and consists of performances, usually by other students. The class has 0 credit hours, and must be passed with a grade of “Credit” (CR) to count toward the degree.

- Students pursuing the Bachelor of Music or Bachelor of Arts in Music must complete 6 semesters of MUS 101 with a grade of CR.
- Students pursuing the Bachelor of Music Education must complete 4 semesters of MUS 101 with a grade of CR.
- All transfer students with 60 hours or more of transferred credit must complete two semesters of MUS 101 with a grade of CR.

To fulfill class requirements, a minimum of 15 performances must be attended by the student during the semester. Performances that count toward the requirements include:

- attendance at the Thursday 2:00 p.m. class time, and/or
- any event on campus which is sponsored by the UNM Department of Music, including student recitals in Keller Hall, recitals by guest artists in Keller Hall, and student ensemble concerts (band, orchestra, chorus) in Popejoy Hall, Keller Hall, Rodey Theatre, Woodward Hall, or the UNM Ballroom. There is a calendar of events posted in the glass case outside of Keller Hall.
- Off-campus events are not typically an option for Concert Music credit. Contact the Keller Hall Manager regarding specific events if needed.

Students can receive one recital credit for performing in a concert. Multiple performances of the same concert (e.g., Opera, Wind Symphony, Choir, etc.) may earn no more than two credits toward the 15 required for the semester. The Concert Music record cards will be kept in the Keller Hall Office. Students may check their credits there.

B. Recital Attendance Credit:

- Students must check in both before and after a concert. The attending Keller Hall staff person will need to pull the student’s record so that the attendance can be recorded.
- Students who perform for a Concert Music class must also check with the Keller Hall staff person to make sure they receive credit for attendance that day.
- For attendance at authorized off-campus events, if no Keller Hall staff person is present, please have the performer sign a copy of the program so that you can receive credit for attending the performance.

C. Performing for MUS 101 *Concert Music*

1. Student must sign up on the list posted outside the Keller Hall Office (Rm. 2134) for a slot to perform in class.
2. The Concert Music request/booking form must be filled out completely and signed by a UNM Music faculty member.
3. The form must be turned in to the Keller Hall office by the Tuesday prior to the class. No late submissions will be accepted.
4. If the student does not show up to perform on the requested day, he or she will not be allowed to perform for the remainder of the semester.

IV. MUSIC DEPARTMENT PROCEDURES: LOCKERS AND PRACTICE ROOMS

A. Lockers

1. Lockers are issued through the Keller Hall office.
2. The Keller Hall manager or staff may assign lockers.
3. Students must pay the \$10 locker fee at the Cashier's office before a locker is assigned. The Cashier's receipt must be presented to the Keller Hall Office as proof of payment along with along with a contact information form.
4. Signs will be posted and notices will be distributed once to every unpaid locker before locks are cut.
5. It is the student's responsibility to contact the Keller Hall office to rent a locker.
6. Locker rentals must be renewed each semester.
7. Neither the Keller Hall office nor the Music Dept. is responsible for lost or stolen items.
8. Large lockers will be assigned to guitar, trombone, bassoon, or horn players. (any instrument too large for the standard lockers.)
9. There will be a need to share lockers.
10. Cello students may be issued a key to Room B206.
11. Tuba students may be issued a key to Room B258.
12. Bass students may be issued a key to either Room B252 or Room B250.

B. Practice Rooms

Practice room signups are held the Saturday of the first week of classes each semester. Please see the procedures and rules for usage posted on the Music Department website at:

music.unm.edu/wp-content/uploads/UndGrdHbkRev10-24-15.pdf

For information, contact Colleen Sheinberg at colleens@unm.edu, 277-8401, Rm. B233.

V. EQUIPMENT INVENTORY

A. Reporting stolen items.

Please report stolen items to the Keller Hall Manager ASAP.

B. Reporting relocated items.

If an item is moved to another location, please notify the Keller Hall Manager so its new location can be tracked on the Department equipment inventory.

C. Instrument Check Out

1. All University equipment leaving campus must be signed out.
2. The *Equipment Check-Out Form* must be filled out completely and signed by the Chairman. Please ask the Keller Hall Manager for a copy of this form.
3. If equipment will be off campus longer than 30 days and the equipment is listed on the University inventory, the paperwork must be filed with sufficient time to process through Plant Fund Accounting.
4. In this instance, after the form has been signed by the chairman, it is forwarded to Plant Fund Accounting (PFA). They will make the necessary adjustments to the inventory.
5. After the equipment is returned, a copy of the signed checkout form must be forwarded to PFA and the inventory will be adjusted again.
6. For equipment that will be borrowed for less than 30 days, the same paperwork must be filed but it will not be forwarded to PFA. Only in-house records will be kept.
7. Duane of PFA has agreed to allow in-house records of instruments to be maintained by the department. This applies to student check-out only.

D. Surplus

1. Items that are no longer needed or useful must be disposed of through surplus property.
2. Nothing may be thrown away.
3. Please contact the Keller Hall Manager if you want to get rid of any music department property.
4. Only items valued over \$5000 or are under the ">\$1000" from past years are listed on inventory. You can keep an internal inventory for your area.
5. Do not surplus computers directly through CFA IT. The Keller Hall manager must be notified first.

E. ID Tags

1. When an item more than \$5000 or a computer is purchased, the Keller Hall manager will receive notification and a UNM asset tag sticker.
2. The Keller Hall manager will deliver this sticker to your mailbox to be affixed to your equipment immediately.
3. If the sticker gets worn down, particularly on computer devices, please let the Keller Hall Manager know so that a replacement can be acquired.