

(updated August 7, 2025)

Southern Utah University – Music Building and Instrument Use Policy and Procedures

Purpose

To establish clear and equitable procedures for reserving and utilizing the Music Building at Southern Utah University, prioritizing academic and instructional needs while outlining expectations for outside users.

1. Priority Use

The use of spaces in the Music Building will follow the priority order outlined below:

1. **SUU Faculty, Staff, and Students** have first priority for scheduling use of all rooms and performance spaces within the Music Building for:
 - Classes
 - Rehearsals
 - Performances
 - Recitals
 - Departmental events
 - Academic-related activities
 2. **Outside Individuals or Groups** (non-SUU affiliated users) may not reserve or request use of the Music Building until three weeks after the start of each academic semester. This delay ensures adequate time for faculty, staff, and students to finalize their scheduling needs. *Exceptions to this will be considered based upon extenuating circumstances and approved by the Music Department Chair.*
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2. External Use Policy

- **Rental Requirement:** In accordance with SUU policy, no private individual or organization may use University facilities for personal business or profit without paying the applicable rental fees.
- **House Manager Requirement:** Any non-SUU user, whether for business or non-business use, must hire a House Manager for the duration of their event/use of the building.
 - The House Manager rate is \$25 per hour.
 - This ensures that SUU facilities are overseen by qualified personnel during external use.
- **Liability and Insurance Compliance:**
All external users must coordinate with Lauri Garfield, SUU Manager of Guest Services, to ensure compliance with University policies regarding liability, insurance coverage, and event authorization.
- **Faculty & Staff who host outside users:** Faculty and Staff are permitted to use spaces in the Music Building for hosting outside groups or individuals but must follow the liability and insurance compliance as directed by Lauri Garfield.

Contact:

Lauri Garfield, Manager of Guest Services

Email: garfield@suu.edu

Phone: (435) 865-8277

3. Scheduling Process

For SUU Faculty, Staff, and Students:

- Submit room and space requests to the Music Department Office via the designated scheduling system or by contacting the administrative assistant.
- Ensure all semester-long requests are made by the end of the second week of each semester.

For External Users:

- Submit a formal request **no earlier than three weeks** after the start of the semester.
- Complete a rental agreement form (see below) and coordinate with SUU's Event Services Office.
- Work directly with Lauri Garfield, Manager of Guest Services, to meet liability and insurance requirements.
- Confirm payment arrangements for rental fees and house manager staffing

Instrument Use Policy

The following policy outlines the appropriate use and care of musical instruments within the Southern Utah University (SUU) Music Building. These guidelines apply to all users—including SUU students, faculty, and external guests.

1. Instrument Availability

- Pianos

Pianos in rehearsal spaces and classrooms are available upon request. To reserve a piano for your use, please contact the music office at least 2 weeks before your scheduled event.

- Piano Tuning

Pianos are maintained on a regular tuning schedule by SUU. However, if specific tuning is requested outside of that schedule—such as for a performance or recording—it must be arranged in advance through the SUU Music Office. The cost of additional tuning will be the responsibility of the user and added to the rental or usage fee. Only university-approved piano technicians may tune or service SUU-owned pianos.

- Percussion Instruments

Percussion instruments are available by request and for a small maintenance fee. All requests must be coordinated through Dr. Jed Blodgett at jedblodgett@suu.edu.

Availability is limited and dependent on the nature of the event or performance.

- Other Instruments

Access to other SUU-owned instruments (e.g., strings, winds, auxiliary equipment) is limited and typically restricted to enrolled students or scheduled ensemble needs. Any outside use must be pre-approved by the corresponding applied faculty or ensemble director.

2. General Use Guidelines

To maintain the quality and longevity of our instruments for all users, please observe the following:

- No food or drinks may be placed on or near any instruments, including pianos, percussion, and stands.
- Do not place personal items (books, bags, cases, laptops, etc.) on top of any instruments.
- Hands and mallets must be clean before playing. Use appropriate implements for each instrument.
- If provided, do not place instrument covers on the floor and replace all covers after use..
- Do not move or disassemble any instruments without prior permission from a faculty member.

4. Damage & Liability

- Users are financially responsible for any damage caused due to misuse, negligence, or failure to follow this policy.
- If an instrument is damaged during your use, you must report it immediately to a faculty member or building staff.

- SUU reserves the right to charge for repair or replacement of instruments damaged while in your care.
 - External users may be required to sign a rental or use agreement outlining terms of responsibility and care.
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5. Access for External Guests

- Guest artists or ensembles using SUU facilities must coordinate instrument needs in advance with their SUU host or event coordinator.
 - A fee structure may apply for the use of percussion or other specialty instruments.
 - Guests are expected to follow all guidelines as outlined in this policy. Violations may impact future access to SUU facilities or instruments.
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6. Final Notes

Our instruments are essential tools for performance and education. Treat them with the same respect and care you would expect for your own. Consistent maintenance and careful use ensure that these instruments will continue to serve students and artists for years to come.

SUU Music Building Use & Instrument Access Agreement

This Agreement is entered into by and between Southern Utah University, represented by the Department of Music, and the undersigned External User (hereafter referred to as "User"), for the purpose of reserving and using the SUU Music Building and/or university-owned instruments under the terms set forth below.

I. General Information

- User/Organization Name: _____
- Primary Contact Person: _____
- Phone: _____ Email: _____
- Event Title/Purpose: _____
- Date(s) of Use: _____ Time(s): _____
- Location(s) Requested: _____

II. Priority and Eligibility

User acknowledges that:

- SUU Faculty, Staff, and Students have first priority for scheduling Music Building spaces.
- External Users may not submit requests until three (3) weeks after the beginning of each semester.
- Exceptions require approval from the SUU Music Department Chair.

III. Rental and Staffing Requirements

User agrees to the following:

1. Rental Fees

Rental fees for use of SUU facilities will be assessed in accordance with SUU's published rate schedule and must be paid in full prior to the event unless otherwise arranged.

2. House Manager

A certified House Manager is required during the entire period of use for performance venues.

- Rate: \$25 per hour
- SUU will assign or approve the House Manager.

3. Liability & Insurance

User must coordinate with:

Lauri Garfield, Manager of Guest Services

Email: garfield@suu.edu | Phone: (435) 865-8277

to ensure:

- Completion of required liability and insurance forms
- Adherence to SUU policies for external events
- Authorization for building access and services

IV. Instrument Use Policy

If the use of SUU-owned instruments is required:

1. Pianos

- Must be reserved at least 2 weeks in advance through the SUU Music Office.
- Tuning (if requested) must be scheduled through the Music Office and will be billed to the User as an additional charge added to the rental fee.
- Only SUU-approved technicians may tune or service SUU pianos.

2. Percussion Instruments

- Must be requested via Dr. Jed Blodgett (jedblodgett@suu.edu).
- A maintenance fee may apply.
- Access is limited and subject to availability.

3. Other Instruments

- Requests must be approved by the respective faculty member or ensemble director.
- May not be available for external use.

V. Use and Care Guidelines

User agrees to follow these conditions:

- No food, drink, or personal items on or near instruments.
- Hands and equipment must be clean before use.
- All covers and implements must be used and replaced properly.
- Instruments may not be moved, tuned, or disassembled without permission.
- Any damage must be reported immediately.

User assumes full financial responsibility for any damage caused during the rental period due to negligence or misuse.

VI. Scheduling and Communication

- SUU Faculty/Staff/Students: Schedule via the Music Department by the end of week 2 each semester.
- External Users: Submit requests no earlier than 3 weeks after the semester begins.

All external users must:

- Submit this signed agreement
- Coordinate with Event Services
- Finalize liability/insurance compliance with Lauri Garfield
- Confirm payment and House Manager arrangements

VII. Agreement and Signatures

By signing below, the User agrees to all terms and policies as outlined above and acknowledges responsibility for compliance, facility care, and payment.

User Signature: _____

Date: _____

Printed Name: _____

Organization (if applicable): _____

SUU Representative Signature: _____

Date: _____

Printed Name/Title: _____