Facilities and Equipment Handbook

2016/2017

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INTRODUCTION

This manual is intended to give students a clear understanding of the policies and procedures that govern the use of the New School for Jazz and Contemporary Music (NSJCM) facilities, as well as its general hours of operation.

These policies were designed with two goals in mind:

1. To ensure the fairest possible availability of the school’s equipment and facilities.

2. To better protect and maintain the quality of the school’s equipment and facilities.

All students are strongly encouraged to read this manual thoroughly to become aware of the services available as well as the procedures for utilizing these services. All students will be held responsible for understanding the policies, and following the procedures, outlined in this manual. Please feel free to direct any questions or comments about the information in this manual to the Facilities and Equipment Office (FEO) Supervisor.

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FACILITY HOURS

Main Jazz Office (Room 510)

9:30 am --- 5:30 pm   Monday - Friday

Facilities and Equipment Office (Room 631)

9:30 am --- 11:25 pm  Monday - Thursday

9:30 am --- 9:25 pm   Friday

10:00 am --- 7:25 pm   Saturday

12:00 pm --- 11:25 pm  Sunday

Jazz Floor Hours  5th & 6th fl.

8:30 am --- 11:25 pm   Monday - Thursday

8:30 am --- 9:25 pm   Friday

10:00 am---7:25 pm   Saturday

12:00 pm ---11:25 pm  Sunday

Students who are interested in securing their personal belongings in lockers must do so within the facility hours listed above.

During the facility closing procedures students are required to fully cooperate in vacating rooms and returning equipment by the above determined times. A student’s failure to comply may result in a loss of his or her practice/rehearsal time and checkout privileges.

For building hours for the entire 55 West 13th building, see www.newschool.edu
GENERAL PROCEDURES

New School Email Accounts
Students will be sent important information by way of their New School email accounts. Students and Faculty are strongly encouraged to check their New School Gmail accounts on a regular basis.

Mailboxes
Student mailboxes are located across from the main office on the 5th floor. Students are automatically assigned a mailbox each semester. Please remember to check it regularly for notices and direct correspondence.

Bulletin Boards
Bulletin Boards are located on both floors throughout the facility, most notably, in the 5th and 6th floor lobbies. All unauthorized postings or non-program notices posted on a bulletin board marked “Program Notices” will be removed. We encourage students to check these boards regularly for important information.

Lockers
We currently have three types of lockers on the 5th and 6th floor:
- Bass Locker (*el. bass players share a locker with an acoustic bass student*)
- Medium Locker (*Cymbals, Tenor Sax, Trombone*)
- Small locker (*Books, Trumpets, Alto Sax, Microphones, etc*)

We have a very limited number of lockers in our space. Lockers are distributed on a first come, first serve basis. In order to receive a locker, students must come in person to the FEO (room 631) and sign up on our locker waiting list. When a locker is assigned, the students are responsible for obtaining an appropriate lock and securing his or her belongings. **KEEP A LOCK ON YOUR LOCKER AT ALL TIMES!** This includes both the summer and winter break. If no lock is found on the locker the FEO will take back the locker and distribute it to another student on the waiting list. Students may keep the same locker for the duration of their enrollment in the Jazz program.
GENERAL PROCEDURES, continued

Lobby Furniture
Always move the lobby furniture back the way you found it!
Please and thank you!

Trash
Please remember to pick up after yourself! Lots of people share this space every day and a little consideration for others goes a long way in creating a harmonious environment! We also have several recycling bins located on both the 5th and 6th floors.

Windows
The windows in the practice rooms are to remain closed at all times. This is for the safety of the student as well as for the protection of the pianos from the elements, and for sound proofing purposes.

Lost & Found
NSJCM has a small lost and found in front of the FEO on the 6th fl, rm 631. The lost and found for the building is located at the security desk in the lobby of 55 W. 13th street. Nothing can be left in a room or on the floors overnight. If you leave something overnight it will be turned into lost and found at the security desk.

*Do not leave your instruments in the rooms overnight. New School Jazz is not responsible for lost or left instruments, laptops, cameras, phones are any other personal belongings left in the rooms overnight.
Equipment/Room Key Checkout Policies & Procedures

A wide variety of equipment and instruments is available for checkout by currently enrolled students, faculty and staff with a valid New School identification card.

Students who check out any piece of Jazz and Contemporary Music equipment are responsible for its return to the FEO upon conclusion of their use of said equipment.

Four rules to follow when checking out equipment from the FEO:

1. You must always have your New School id card in order to check something out from the FEO.
2. You must always bring your New School id card back when checking something back into the FEO.
3. The student who checked out the equipment must be present when checking the equipment back into the FEO. The equipment must be checked in and out on the same card.
4. Everything you check out must be brought back to the FEO by the end of the same day you checked it out.

On and Off Campus Equipment Use

Equipment checked out from the FEO or from any of our classrooms may not be taken for off-campus for personal use by students or faculty. In the case of approved school functions and repairs, an official Equipment Loan Form must be filled out 7 business days before the event. This form must also be signed by the Supervisor of the FEO and the Head of the Gig Office for Jazz and Contemporary Music. On the day of the event, the security desk will be alerted to the equipment leaving the building. It is in your best interest to return the borrowed equipment on the agreed-upon time and date. Failure to return borrowed equipment on the agreed-upon time and date will result in the revocation of your privileges to borrow equipment for off-site use in the future. Equipment Loan forms are in the Gig Office, which is part of the New School for Jazz and Contemporary Music Office of Special Programs, 55 W. 13th St., room 509.
FEO Equipment Rules and Regulations

1. Only currently enrolled NSJCM students are allowed to check out equipment.

2. Students must have a valid New School ID to check out FEO gear.

3. The student that checked out the equipment must be present with this/her New School ID when the equipment is returned.

4. No one is allowed to take equipment apart.

5. We cannot provide any equipment for off-campus personal use by students or faculty under any conditions! **No Exceptions.**

6. All equipment from the FEO must remain within the building (55 West 13th Street). No instruments can be taken out of the building for other classes without permission from the FEO.

7. Damage or loss of school property will result in financial liability to the borrower.

**Student violation of the checkout policies and procedures will result in the following actions:**

When you don’t bring something back and check it back in you will lose your checkout privileges. The duration of that time will be determined by the Supervisor of the FEO at the time of the violation.
---- PLEASE NOTE ----

The FEO DOES NOT SUPPLY/CHECK OUT THE FOLLOWING:

- MICS
- MIC CABLES
- CYMBAL FELTS & SLEEVES
- REAL BOOKS
- BLANK CDS
- INSTR. CABLES/PATCH CORDS
- HI HAT CLUTCHES
- DRUM KEYS
NSJCM SCHOOL SUPPLIES LIST

All DRUMMERS

**Required:** Yamaha/Pearl compatible hi-hat clutch. Felts, washers and plastic sleeves for the tops of cymbal stands. It is also recommended that drummers provide their own cymbals. Need own sticks, brushes, mallets, Drum key, etc.

All KEYBOARDISTS, GUITARISTS, & BASSISTS

**Required:** Patch/Instrument cables *Recommended 14-18 feet.*

BASSISTS

The FEO has five acoustic basses for checkout. These instruments see a high volume of use and availability of these basses at any given time is not guaranteed.

VOCALISTS

**Required:** Microphone and XLR cables (mic cords). We recommended a basic SM58 and a 14’-18’ foot cable. A mic with phantom power **will not** work with our classroom PA systems.
Classroom/Practice Room Rules

• Only currently enrolled New School Jazz Students may utilize the classrooms and practice rooms;

• No smoking;

• No food or drinks;

• Students are responsible for all equipment and keys checked out to them;

• Do not place beverages upon the pianos, amps, drums or the audio cabinets;

• Windows must remain closed at all times;

• Rooms cannot be used to teach private lessons to non-enrolled students;

• Throw away all trash; close the piano lid; power down and lock audio cabinet; turn off the lights;

• Do not obstruct the windows of classrooms or practice rooms. For example, don’t cover the door window with a coat, scarf or paper towel;

• All equipment must be placed back in the same position it was found, including chairs and stands;

• Do not leave checked out equipment in the rooms or outside the FEO. This will result in an equipment room policy violation.

• All rehearsal and practicing must cease with enough time left to pack up and clear the floors on time. Closing hours can be found on page 4 of this handbook.

We all benefit from respecting our shared space and instruments!

Violation of these policies will result in the loss of practice/rehearsal time, and/or equipment room privileges.
Faculty and Staff Facility Usage Policy

Facilities are for the exclusive use of currently enrolled students and their guests.

Faculty and staff can propose individual (non-recurring) rehearsals to be approved by FEO, only during extremely low-demand times (such as Saturday mornings, or between semesters). FEO has final say (i.e., faculty understands they will not try to argue the case in a higher court). Faculty may only use facilities to teach IP and OOP lessons to currently enrolled NSJCM students. Faculty may not use the facilities to teach other students, or to teach "above and beyond" lessons to our students (e.g., lessons that are not part of the IP or OOP structure). This is a university wide policy and doing so goes against university policies and practices.
Senior Recital Helpful Tips

A couple things to keep in mind about your Senior Recital

• Review your Senior Recital Guide Book and hand the needed forms back to the Production and Engineering Coordinator on time. This will ensure that an audio engineer, FEO equipment, and adequate space and house management will be reserved for your recital.

• As of January 2012, The New School for Jazz and Contemporary Music is no longer able to accommodate senior recital receptions in the 5th and 6th floor lobbies before or after the recital.

• All equipment for your recital must be brought back to the office when the recital is over. The FEO recommends your designating someone from the recital to make sure that happens for you.

• Scheduling rehearsals for your recital should be done through the session schedule. The session schedule is posted every Friday morning at 10 am for the upcoming week. The FEO does not have extra rooms on reserve for your recital rehearsals. Please plan ahead and sign up on the session schedule board.

• The Conference Room can be used as a green room for your recital if you reserve the room ahead of time.

Best of luck with your recital and congratulations again on all your musical accomplishments!
Alumni Facility Usage Policy

Grace Period(s)
The grace period for recent graduates to use rehearsal space(s) and equipment is as follows:

- The grace period for seniors who graduate in the fall semester extends to the end of the first winter break and then the first summer break after they have graduated;
- The grace period for seniors who graduate in the spring semester extends to the first summer break after they have graduated.

Winter break is generally the first three weeks in January. Summer break is generally the first week of June through the last week of July. (See www.newschool.edu/jazz for specific summer break dates and times of operation.)

A New School Alumni ID is required to access 55 West 13th Street once you graduate. You will be able to use the facilities and equipment only during our grace periods and the same policies apply to the equipment check out procedures as when you were a student. If equipment is not brought back to the Facilities & Equipment Office, your privileges for using the space and the equipment will be revoked.

8th Floor Recording Studio
The 8th Floor recording suite is run by the university not CoPA. This means that the studio follows university policies and procedures. When the studio is available to currently enrolled students and when it is not available to Alumni of the university is completely up to the 8th floor administration. Please inquire with the 8th floor help desk as to when your booking privileges of this space will no longer be active.

Beyond Your Grace Period
Once your grace period has expired, due to the needs of current students, your access to rooms and equipment is limited. Specifically, you must be invited by a currently enrolled NSJCM student to be part of a session, and that student must physically be in the room and playing in the session with you in order for you to use the space. That current student is also responsible for checking out and returning equipment needed for the session, if any. Failure to adhere to this policy could result in you being banned from the 55 West 13th Street building entirely.

You can get your New School Alumni ID card at the Alumni Office:
The New School Alumni Association
79 5th Avenue, 17th floor
New York, NY 10003
212.229.5662 x3784
alumni@newschool.edu
How to Reserve Practice Time

1. Go to coparooms.newschool.edu, and sign in with your mynewschool log in (same as your New School email, etc).
2. Click on any open room and adjust it to the start and end time that you would like.
3. Use your full first and last name as your reservation title.
4. NOTE: Only currently enrolled Jazz and Mannes students can reserve a room.

Things to keep in mind

1. You cannot make a reservation more than 36 hours in advance.
2. Private lesson or tutoring time booked through the FEO does not count towards your 2 hours.
3. Practice time and Session time are one in the same. The room is yours to reserve and use as you see fit. Everything is scheduled through the coparooms.newschool.edu portal.

Reservation Breakdown

Sunday through Friday

Before 11am currently enrolled students can reserve any room available for up to 2 hours at a time each day

Between 11am and 9pm currently enrolled students can reserve any room available for up to 2 hours at a time each day

From 9pm to close currently enrolled students can reserve any room available for up to 2 hours at a time each day

Saturday

All Practice Rooms on all floors will be available to students during the normal operating hours.

(Before 11am - 2 hrs per student, 11am to 9pm - 2 hrs per student, 9pm to close - 2 hrs per student)

Floors 3, 4 & 7 Classrooms will be available starting at 6pm for student practice time. At which time currently enrolled students will be able to book 2 hours from 6pm to close.

Floors 5 & 6 A limited amount of classrooms will be available before 3pm. After 3pm currently enrolled students will be able to book 2 hours from 3pm to close in a classroom.
Reserving Practice Rooms

Practice rooms are reserved for currently enrolled students only. Students may request specific rooms when making reservations; however, due to the high volume of students and limited space we cannot guarantee your request will always be met.

Suggested Rooms for **drummers**:

- Room 647
- Room 648
- Room 649
- Room 610
- Room 541
- Room 542
- Room 307
- Mezz RM 15

Suggested Rooms for **pianists**:

- Room 528
- Room 525
- Room 614
- Room 616
- Room 623

Practice room reservations remain valid for fifteen minutes past the beginning of each one-hour, after which the room becomes available for general use until the beginning of the next one-hour period. At that point the reservation schedule will resume. Practice rooms cannot and should not be left unattended for more than 15 minutes. Any practice room left unattended for more than 15 minutes is considered forfeited and may be claimed by another student until the next reservation slot. That said, we also recommend you do not leave valuables unattended in a practice room at any point.
The 4th and 5th floor Performance Space

The Performance Spaces are utilized for performances, special events, school recordings and designated classes only. No student rehearsals, photo shoots, jam sessions or practice sessions are permitted under any circumstances in the Performance Space.

Final Note

The New School for Jazz and Contemporary Music reserves the right to change, without notice, any of the policies, procedures and/or hours stated herein. We also reserve the right to instruct individuals to vacate a room should there be a violation of policies.