

Building Use

The maintenance of our facility is quite a large task. The manner in which it is maintained is a reflection of our pride in our organization. Observance of the following guidelines will insure a well-kept room and will lighten the burden on everyone involved:

REHEARSAL ROOM

1. We are very lucky to have a wonderful band facility at Allatoona. Please, no food, gum, candy, or beverages are allowed in the band area including storage and practice rooms. Water with a cap is allowed.
2. Please stack chairs and stands neatly on racks when instructed by directors.
3. No hats are to be worn in the band room during rehearsal
4. All trash should be placed in the trash cans located by both doors. This includes gum, candy wrappers, broken reeds, reed cases, paper, broken pens and pencils, etc.
5. Do not write on the stands, chairs, or otherwise deface school property.
6. Do not write on the carpet, walls, or place unapproved messages or signs on the bulletin boards.
7. Do not remove or disturb items placed on the bulletin boards.
8. Do not play on any instrument that does not belong to you. This includes percussion equipment, mallets, and sticks.
9. Do not move anyone's instrument out of their assigned location.
10. After a couple of days, Lost and Found items will go to the main office or thrown out.
11. **Do not play on the school piano** without permission from one of the directors.
12. Active recreational games are prohibited in the band room e.g. Frisbee, Hacky Sack.
13. Students are prohibited from operating **the rehearsal room sound system and television units** without permission from the directors.
14. Students are not to write or draw on the **dry erase boards** without permission from the directors. Students wishing to announce sectional rehearsals may use the dry erase board nearest the practice room suite.

PRACTICE ROOMS

1. No more than 2 students, or ensembles of up to 5 students, are allowed in each practice room.
2. **No food or drinks** are allowed in the practice rooms or in the hallways outside them.

LARGE ENSEMBLE ROOMS

1. No more than 8 students are allowed in each ensemble room with the exception of a sectional rehearsal.

INSTRUMENT STORAGE ROOM

1. Each student will be issued at least one individualized Instrument Storage Locker.
2. Each student will be issued a **school combination lock** to be used on these lockers.
3. **Only instruments and band music will be stored** in the Instrument Storage Lockers.
4. However, during marching season, students are encouraged to keep **their marching band music folder and their set books, as well as practice clothes** in their Instrument Storage Locker next to their instrument for easy access during rehearsals.
5. Chairs or music stands will not be allowed in the Instrument Storage Room.
6. Instruments are not allowed on the top shelf of the Instrument Storage Room.
7. Personal music, classroom books, water bottles, and other personal items are **not** to be kept in the Instrument Storage Lockers.
8. Loitering will not be allowed in the Instrument Storage Room.

TUBA/SOUSAPHONE ROOM

1. The storage racks in this room are designed to hold those instruments (sousaphones and tubas) that are in daily use.
2. In-season cases should be placed underneath the shelves found on the right side of the room.
3. Instruments not “in-season” should be stored on top of shelving.
4. Classroom books and bags may be stored on top of the shelves during your class but **must be removed at the end of your class**. DO NOT USE THIS AREA AS A LOCKER.
5. Tuba players are allowed to practice in the storage room.
6. Tuba players are not to sit on shelves or on instrument storage cases.

PERCUSSION ROOM

1. This room will be used to house all percussion equipment.
2. Instruments should always be stored on the shelves or against the wall. Instruments should not be stored in the middle of the floor.
3. Students should never climb the shelves to get to the upper area of shelving. A stepladder has been provided to reach upper shelves.
4. **All instruments should be covered** when not in use.
5. Students will be allowed to practice keyboards in the percussion room.
6. Band music (concert and marching) **must not be stored** in this area unless a storage cabinet is provided.

COLOR GUARD ROOM

1. This room has been reserved for members of the color guard, their equipment and clothes needed for rehearsals.

2. Personal items are to be placed in the room in a neat and orderly fashion.