

Rules for the Use and Booking of Practice Rooms

27.04.2023

Preface

The goal of the Student Parliament is to utilize the room capacities of the Hochschule für Musik Saar as efficiently as possible for all of its the students. We are aware that due to the room situation at the university, we unfortunately cannot do justice to all students equally. However, we would like to point out that the responsibility for this does not lie with the student parliament, but with the Hochschule für Musik.

The following rules are set up in order to optimize practicing and to prevent unused rooms as much as possible. In principle, all students should have the opportunity to practice in all rooms. However, different rooms will be prioritized for different groups of students, as the special needs of these students must be accommodated.

The Student Parliament is aware that these rules are not a perfect solution. They serve the purpose of making the best out of a difficult situation. Therefore, we ask all students, but also all teachers as well as the university administration for their solidarity, cooperation and accommodation.

Section 1: General

§ 1 Booking of Practice Rooms

1. Students book their practice rooms via the electronic system called Skedda¹.
2. Practice rooms can be booked at the earliest 120 hours (5 days) in advance.
3. Practice Rooms can be booked for a minimum of 30 minutes to a maximum of 3 hours at a time.
4. Within one day, students are allowed to book a maximum of 4 hours in total via Skedda.
5. The upper limit (in hours) stated in § 1 subsection 4 refers exclusively to the possibility of reserving rooms via Skedda. Unused rooms can be used for practicing as desired beyond that.

§ 2 Confirmation of Bookings (“Check-in”)

1. To avoid empty rooms, the "check-in" function provided by Skedda is used.
2. Bookings can be confirmed within a period of 4 hours before the start of the booking (e.g. 06:00 a.m. for a bookings starting at 10:00 a.m.) until 30 minutes before the start of the booking at the latest (e.g. 09:30 a.m. for a booking from starting at 10:00 a.m.).
3. Confirmation of a booking can be done via the Skedda app, the browser website or via the email link automatically generated for this purpose.
4. If a booking is not confirmed within the period specified in § 2 subsection 2, it will be automatically cancelled by Skedda. This will make the room available for other students.
5. Students who have failed to confirm their booking can book the corresponding room again, if it has not already been booked by other students.

§ 3 Expiration of Bookings

Students who have booked a room but do not arrive in the corresponding room within 15 minutes after the start of the booking lose the right to their reservation. This also applies to bookings that have been confirmed according to the rules mentioned in § 2.

¹ <https://hfmsaar.skedda.com/booking>

§ 4 Split Bookings

1. It is forbidden to extend the maximum duration for one booking (3 hrs) by splitting the booking into two bookings with a break of less than 30 minutes between the bookings.
2. There must be at least a half hour break between two bookings of the same person in the same room so that other students have a chance to use the room.

§ 5 Usage of Practice Rooms

1. Rooms are to be kept clean and any trash or condensed water generated is to be disposed of in the trash cans provided.
2. The Student Parliament recommends that rooms be ventilated before leaving if possible (close windows before leaving) and leave the door open when leaving so that other students can quickly see if the room is vacant if necessary.
3. Brass players are not allowed to use the rooms in the Schillerschule (S 1 to S 12) by order of the principal's office (due to the lack of sound insulation).
4. It is not allowed to practice in any of the rooms in the Theo-Brandmüller-Haus.

Section 2: Room Prioritization

The prioritization described in the following section does not serve the purpose of giving preferential treatment to individual departments, but is intended to ensure that rooms with special equipment are also and above all allocated to the departments that are dependent on said equipment. These are, for example, particularly good grand pianos for piano students, practice utensils for singers, or percussion instruments. However, if there is free capacity in these rooms, they can be used by all students of the Hochschule für Musik. An exception is made for the rooms of the percussion section and room 218, which may only be used by students of their own department (percussion or early music).

§ 6 Rooms with Prioritization

1. The following rooms are prioritized for the following departments:

Room(s)	Department
Studio 2, AK 5, 111	Percussion
S 7, S 8 und 137	Singers / Vocal
AK 1, AK 4 und AK 6	Brass
Studio 1 und Studio 5	Jazz
139 und 140	Piano and Correpetition

102, 123 und 141	Organ
S12	Oboe und Bassoon
218	Early Music / Musica Antiqua
137	Harpsichord and Vocal

§ 7 Implementation of the Prioritization

1. Rooms that are prioritized for certain departments due to special circumstances (e.g. equipment) can be booked by these students 120 hours (5 days) in advance. For this purpose, all students are provided with so-called "tags" in Skedda according to their major, which the system automatically recognizes as eligible for booking.
2. All other students will also have access to the rooms in Skedda mentioned in § 6 24 hours (1 day) before the intended start of the booking. This does not apply to room 218 and the rooms of the Percussion Department.

Section 3: Dealing with Violations

§ 8 Enforcement of the Rules for Booking

1. The Student Parliament appoints a person who has to enforce these regulations and take action against violations. This person remains anonymous outside the committees.
2. If individual students repeatedly show a lack of solidarity or violate the booking rules, the Student Parliament reserves the right to warn these students and, if necessary, to block them from Skedda for a period of time decided by the corresponding committee of the Student Parliament.

Section 4: Special Provisions

§ 9 Electives and Minor Subjects

1. Students taking electives and/or minor subjects requiring special instruments (e.g. organ or harpsichord) may share the rooms prioritized for the respective subject groups in § 6.

2. In order to realize this claim via Skedda, students must independently report to the Student Parliament and prove their claim each semester anew.

Section 5: Final Provisions

§ 10 Severability

Should these rules contain provisions that do not comply with the Student Body Constitution or other higher law, the validity of the rest of these rules shall remain unaffected.

§ 11 Legislative Procedure

These rules and amendments to the same shall be adopted by a majority vote of the members of the Student Parliament.

§ 12 Validity

These rules come into force on 15.05.2023 by resolution of the Student Parliament. With the entry into force of these rules, the regulations for the use and booking of the practice rooms as of the November 1st 2022, as well as the resolution of the Student Parliament on the extension of the test period (22.11.2022) expire.

Chairman of the Student Parliament

Saarbrücken, 27.04.2023