

Conditions for Use of Sage Hall

- Absolutely no food or drink except covered water bottles is allowed anywhere in Sage Hall other than the Green Room.
- Please keep doors closed to help with soundproofing.
- Treat the building, equipment, furniture, and instruments with respect.
- While using the space keep it neat; do not leave trash or personal belongings strewn around.
- Clients should stay in the space reserved for their use and not wander through the building.
- No moving of pianos is allowed, even in classrooms, without consent of Music Dept. On stage, aside from small adjustments, all piano moving must be done by trained staff.
- Nothing is to be placed on pianos.
- Turn lights off when leaving a room.
- Shut windows when leaving a room.

Sweeney and Earle specifically:

- No materials may be affixed in any manner to the floor, walls, stage, balcony or seats. The one exception is gaffer's tape for blocking on the stage. Please remove this when your event is over.
- Do not change lighting presets. If additional settings are needed consult the Music Office.
- Use rehearsal lighting for rehearsals.
- Requests for use of a piano on stage must be made in advance to the Music Dept.
- Piano tuning will be arranged for you and paid for by you in advance.
- Concert pianos are to remain covered at all times when not in use.
- The shades in Sweeney are delicate and often not operational. If you wish them to be drawn or raised you consult a custodian. There is no guarantee that it can be done.
- The Sweeney stage screen may only be operated by a custodian or event staff person.