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| Policy Number and Title: | SL.7.02 Musical Equipment & Band Practicing Policy |
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| Division | Student Life |
| Policy Section: | SL.7 (Campus Ministries) |
| Applicable to: | Students |
| Effective: | Student Life Management Team (April 24, 2006) |
| Most Recent Revision: | President's Cabinet (April 21, 2022) |
| Contact: | Chaplain |

Statement of Policy

To identify appropriate use of LCC's musical equipment by students & staff/faculty, a process for requesting space for practice, and the storage of instruments on campus.

Rationale

Instruments owned by Campus Ministries need to be available and in good condition for LCC program needs (i.e., chapel, worship night, etc.) and a clear process for their usage needs to be established.

Details

- 1) Storage:
 - a) LCC students may store their musical equipment in the Neufeld Auditorium storage room during Christmas and summer breaks as space allows. LCC is not responsible for any damage that may occur to any equipment stored in LCC storage rooms. Students should be aware that they are storing their equipment at their own risk.
- 2) Room Usage:
 - a) Desired practice rooms are reserved through the Outlook calendar system at DeFehr front desk reception.
 - b) Classrooms, other than Neufeld Auditorium and Kaminskienė Auditorium, may not be used for band practice other than outside of class hours, including ELI hours. If a student wishes to reserve Neufeld or Kaminskiene they must do so at available times with academic activities taking priority in the reservation system.
- 3) Use of LCC musical equipment:
 - a) Use of instruments needs to be arranged through the Chaplain by emailing chaplain@lcc.lt. Instruments may only be used for campus events and not for personal practice (excluding the pianos in Neufeld and Neumann 6th Floor).
 - b) The keys for Neufeld Auditorium's storage room (left side storage when facing stage) will be kept by the Chaplain. Access to this storage room must be arranged with the Chaplain at least two days before any equipment is needed.
 - c) Use of LCC instruments by outside groups is prohibited. Occasionally there is a reason to use musical equipment away from LCC. The member of the LCC community who checks it out is held responsible for the equipment and the costs of repairing or replacing any equipment damaged or lost while used away from LCC. It must be arranged with the Chaplain at least two days before any equipment is needed.
- 4) Any damage to equipment during the time a group or individual has signed out the storage room key or a musical instrument will result in appropriate consequences for the contact person/key signer or those who take responsibility for the damage. A check-out and return form would need to be filled out in some cases.