Catz Music House Rules

Updated 11 October 2021

Booking

- Use Catz online room booking website: [https://mrbs.stcatz.ox.ac.uk/](https://mrbs.stcatz.ox.ac.uk/)
- Due to high demand, bookings are limited to 90-minutes.
- If you have booked but then are unable to use the time, please delete the booking from the calendar so that others can use the space.

Equipment

- There are two grand pianos, a harpsichord, drum set, keyboard and several amplifiers in the music house for student use.
- Harpsichord: this instrument is only to be used by permission of the Director of Performance.
- Drum Set: Please return the drum set to its original set-up when finished.
- No instruments are not to be removed from the Music House without permission of the Director of Performance.
- There is a limited budget for replacing damaged instruments, and it may not always be possible to do so. Please treat the instruments with respect so that everyone can use them.

COVID-19

Continue to exercise care when using the music house in order to prevent the spread of COVID-19.

- Sanitise hands before and after touching instruments and equipment.
- DO NOT spray sanitiser directly on the pianos or other instruments. These may be wiped down carefully with disinfectant wipes. (See full instructions below).
- Limit gathering in large groups in the Music House, and be respectful of others by wearing masks.
- Consider propping the door open for a few minutes at the beginning and end of your session to allow fresh air to circulate. DO NOT leave the door propped open when you leave.

Music House Equipment Sanitation Procedures

**DO NOT SPRAY disinfectant on any instrument!** Use disinfectant wipes as provided. When wipes are not available, please spray a disposable towel with disinfectant and use to wipe down instruments and surfaces. Discard after use in an appropriate bin.

- Pianos and keyboards
  - Wipe down keyboards with disinfectant before and after use, as well as other surfaces that are touched.
  - Wipe down piano benches, especially height adjustment knobs.
- Harpsichord
  - The harpsichord is not to be used. If you wish to have access to this instrument contact the Director of Performance, Dr Cayenna Ponchione-Bailey
- Drums
  - Bring your own drum sticks/mallets.
  - Wipe down any surfaces touched (cymbals, snare throw-offs, etc.).
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• Amplifiers
  o Wipe down knobs with disinfectant before and after use, as well as other surfaces that are touched.

Return all instruments and equipment to their original locations when finished.

Wind and Brass Instruments

Extra care needs to be taken to ensure condensate from instruments is properly collected and surfaces are sanitized.

• Brass players should bring a towel or cloth to all practice sessions and rehearsals, to be used for the collection of condensate.
  o This should be washed by the individual player before and after each session.
  o If any condensate falls onto the floor of the rehearsal space, or onto equipment such as chairs or music stands, disinfectant should be applied.
  o Sanitise with disinfectant wipes floors and surfaces after use where towels have been laid to collect condensate.
• Take extra care when using cloths and pipe cleaners to clean wind instruments. Wherever possible, do this in your own room after your session.

Table for Instrument Cases and Personal Items

Do not place any instruments or personal items on the pianos or harpsichord. Please use the table provided and wipe down with disinfectant before and after use.

Food and Drink

• Food and drink are not permitted (exceptions for bottled water and other spill-resistant beverage containers).

Dr Cayenna Ponchione-Bailey, Director of Performance

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