

Indiana University Jacobs School of Music

Percussion Department Guidelines

Updated: 8/2/2017

Percussion Instrument Checkouts

Percussion instrument checkouts from MA403 may take place anytime from 8 am to 12 noon and 1-5 pm. Instrument returns may also take place during this time-frame provided that the Percussion Technician or Graduate Assistant is available. All percussion instrument checkouts must be kept at on-campus locations such as personal lockers, percussion lockers, dorm rooms, or university-owned apartments and may not be taken off campus unless prior approval is given.

IU Percussion instruments are to be used for Jacobs School of Music gigs only (IU Sing, local gigs, IU Theater, regional orchestra gigs, etc...require permission from both the Dean's Office & Percussion Department Chair. There may be a rental fee charged).

JSoM gigs = performances that have been approved by the PPC committee. All checkouts have a due date and late fees (starting at \$30) will be enforced if equipment is not returned by/on the due date.

There are three locations in the Jacobs School of Music that house large percussion instruments and lockers for ensemble use: MA401, Auer Hall Green Room (AHGR), and MAC038. All instruments/hardware are to be stored in their cases and in LOCKED lockers at all times. Also, please keep the instruments in these areas neatly organized/stored for security reasons.

Ford Hall

Please note: it is difficult to load keyboard instruments, timpani, and other large instruments into Ford Recital Hall. If it must occur, please see Professor Tafoya. Retrieving and returning gear from Auer Hall Green Room for performances or rehearsals may require you to interrupt a class that is occurring in that room. Please be polite and quick. The class instructors/professors that teach in AHGR are aware that this may occur. However, it is advisable to find out what class (and Professor) will be scheduled in the AHGR and contact the appropriate Professor ahead of time.

Please read any/all posted signs on the bulletin boards outside MA403 and the East Studio building lower level area. **NEVER** lend your keys to anyone outside the Percussion Department. **Please know where your keys are at all times(s)!** The university will charge your bursar account for all replacement costs. If you are prone to losing keys you may want to consider the purchase of a tracking device for your key ring, etc.

Email is the main communication device utilized by the percussion department. Please check your IU email several times per day for any last minute messages from the faculty/staff.

Broken Instrument?

Please report any instrument/gear problems to the Percussion Technician immediately so that our instruments can be repaired/replaced ASAP.

East Studio Instruments

Please do not remove instruments from the East Studio Building (ESB) percussion practice rooms unless you have permission or are moving an instrument for a lesson. Keep instrument covers off the floor. The walls of the practice rooms need to be free of posters, etc. Also, please keep all personal items out of the practice rooms...keep those items in your personal locker. Our Music Facilities office asks that no food or drink be taken inside the practice rooms.

East Studio Building Percussion Rooms

JS003 - Timpani Practice	JS005 - Timpani Practice
JS007 - Timpani Practice	JS009 - Timpani Practice
JS002 - Mallet Practice	JS004 - Mallet Practice
JS006 - Mallet Practice	JS008 - Mallet Practice
JS010 - Mallet Practice	JS012 - Mallet Practice
JS011 - Drum Set Practice	JS013 - Drum Set Practice
JS017 - Drum Set Practice	JS019 - Brazilian Practice
JS021 - Afro-Cuban Practice	
JS025 - Professor Tafoya's office	JS027 - Professor Bobo's office
JS029 - Professor Spiro's office	JS031 - Professor Houghton's office
JS026 - AI Office (Russell Wharton)	JS028 - AI Office (Mitchell Beck)
JS030 - AI Office (Steven Partida)	JS032 - AI Office (Matthew Kilby)

Music Annex Percussion Rooms/Offices

MA401 - Richard Johnson Percussion Rehearsal Studio
MA403 - Percussion Shop; Josh Bowman, Percussion Technician