Stephen F. Austin State University / College of Fine Arts / School of Music
Music Preparatory Division

Rules and Regulations

for special events utilizing the facility located at 3028 Raguet Street
(Commonly referred to as the “Music Prep House”)

1. All rooms located on the first floor are included in the rental, with the exception of the Director’s office. Access to upstairs rooms, including restrooms, is prohibited. A restroom is available on the first floor.

2. Building may not be rented while classes are taking place in the building.

3. Staff fee of $10 per hour is required for all events. One staff member employed by Music Prep must be on-site and in building at all times. Work time begins a minimum of 1 hour before start of event and ends at least 30 minutes following event.

4. Building is located in a neighborhood and must be vacated by 10:00 PM. Hours of rental must be requested in writing and approved by Director. Allow time for cleaning, moving chairs, etc. and exit the building at or before 10:00 PM.

5. Limited parking (approx. 13 paved spaces) is available. Additional parking is available in the vicinity. Plan accordingly. Do not park in street. Do not block driveway.

6. Furniture may be rearranged but must be returned to the normal configuration before vacating the building. This includes chairs and music stands. Reserving party is to provide a sketch of changes, if any, prior to event with reservation form.

7. Do not move pianos.

8. Do not move or roll rugs.

9. Kitchen is available for use, including electric stove/oven, refrigerator/freezer, icemaker, sink with hot and cold water, and microwave. A few serving pieces are also available, including punch bowls, serving platters, etc. Director must approve use of these items prior to the event. Kitchen should be cleaned (wipe counters, wash and dry dishes, place trash in receptacles, remove items from fridge, etc.) prior to exiting building.

10. Do not load or turn on dishwasher. Staff member will load and run the dishwasher.

11. Do not use fireplace.

12. Candles are prohibited, adhering to University Policy. Battery operated candles are permitted.

13. Food and non-alcoholic beverages are allowed. Soft drinks and/or punch served must be clear, of a non-staining color. Do not leave leftovers in refrigerator or building.

14. Alcoholic beverages, tobacco products and illegal substances are prohibited, adhering to University Policy.

15. Renting party is responsible for their own kitchen and office supplies. Do not use paper goods owned by Music Prep.

16. All trash is to be deposited into trash cans, located in each room. These will be emptied and disposed of by staff member.

17. Renting and installation of sound equipment, additional tables and chairs, tableware and any other equipment is the responsibility of renting party. Rental items must be listed on reservation form. Approval must be obtained from Director for early delivery and/or late pickup of rental supply items.

18. No pets of any kind, with the exception of guide dogs, are allowed.

19. Decorations must be limited to table-top decorations and/or free standing displays or signs. Do not remove any artwork, bulletin boards, etc. from walls. Do not attach decorations, signs, etc. to walls.

20. Do not adjust thermostat. If needed, please advise staff member.