I. Purpose/Introduction/Rationale
This policy describes scheduling procedures for the John M. Tiedtke Concert Hall (the Hall) in the College’s Virginia S. and W.W. Nelson Department of Music (Music Department).

II. Definition
Tiedtke Hall is intended primarily for use as a teaching and performance facility for the Music Department. The Music Department approves scheduling for all events in the Hall. The Music Department’s Scheduling & Production Coordinator, in consultation with the College’s Director of Music, coordinates non-Music Department offices at Rollins and local community/other organizations reservations with the College’s office of Scheduling and Events Services (SES). All Departments involved in scheduling the facility need to:

1. Keep apprised of Private Usage limitations, as defined by the Internal Revenue Service (IRS), seeking guidance from the Finance Department, as necessary. Private Usage extends to rental and rent-free usage by private (for-profit) organizations and not-for-profit organizations with exemptions dissimilar to Rollins.
2. Seek to minimize Private Usage of the facilities and be aware of total facilities usage.
3. Assure that any non-Music Department use of the Hall, including any use by Rollins or non-Rollins entities other than the Music Department, is properly documented utilizing the College’s Event Management System (EMS).

III. Procedure or Application
The Music Department approves scheduling of all events in the Hall and coordinates use by non-Music Department departments of the College and local community/other organizations with SES. Written prior permission of the Music Department’s Scheduling & Production Coordinator, in consultation with the College’s Director of Music, is required for use of the Hall.

1. Music Department Faculty, Students, and Staff. Contact the Music Department’s Scheduling & Production Coordinator to schedule time in the Hall. In general, the Hall is not to be scheduled for applied lesson times.
2. Rollins Faculty, Students, and Staff. Contact SES and/or complete an EMS request for use of the Hall; SES will coordinate availability checks and approvals with the Music Department’s Scheduling & Production Coordinator prior to confirming Hall reservations.
3. Non-College Organizations and/or Others. Contact SES to request use of the Hall; SES will coordinate availability checks and approvals with the Music Department’s Scheduling & Production Coordinator prior to confirming Hall reservations.

IV. Applicable Publications
The following documents are available from the Department of Music.
Department of Music Student Handbook
John M. Tiedtke Concert Hall Event Agreement for Rollins Students, Faculty, and Staff
John M. Tiedtke Concert Hall Event Agreement for Non-Rollins Organizations and Individuals

V. Appendices/Supplemental Materials
None.

VI. Rationale for Revision
None.