

484 Building Practice Room Guidelines

(Revised Sept 2010)

To Contact the Committee with Questions or concerns please use: mpr@mptenants.com

1. RESERVING AND SIGN IN

ADVANCED SIGN-IN begins at 11am every Saturday at the 484 Front Desk.

- PROCEDURE:
 - Reservation forms are dated for the week Mon-Sun.
 - YOU MUST print your name, bldg and apartment number legibly or your name will be removed.
 - On the day of use:
 - YOU MUST leave your Building ID with Security upon arrival on the day of use.
 - YOU MUST print your name legibly on the right side of the form so that we know you have collected the key. If you do not, you will be considered a no-show.
 - ALL GUESTS MUST PROVIDE ID. Resident must collect this ID and leave it with Security.
- Single Rehearsal Slot is for one or more people (time slot is for 1 ½ hours).
 - You may not RESERVE more than 5 SINGLE REHEARSALS per week.
- Group Rehearsal is for 3-12 people and groups may reserve two consecutive slots (3 hours).
 - Only groups of 3 or more may reserve two consecutive single slots (3 hours).
 - You may not reserve more than 2 GROUPS per week.
 - If you have more than 12 in your group you must call 212-330-9285 in advance to get approval.
 - GROUPS must be gone by 11:00 pm.
 - If you bring outside guests, you must be present at ALL times.
 - Residents are fully responsible for the actions of their guests.
- YOU MAY NOT alter the fixed time slots in any way.
- YOU MAY NOT reserve the same time slot more than two times per week.
- YOU MAY NOT reserve both rooms simultaneously.
- YOU MAY NOT reserve more than one rehearsal per day. (See exception below under “Continued Practice.”)
- YOU MAY NOT sign in or reserve for somebody else.
- YOU MAY NOT reserve the room for outside guests. Doing so will get you permanently banned from use.

LAST-MINUTE SIGN-IN & CONTINUED PRACTICE

- CONTINUED PRACTICE: If no one has reserved the slot immediately following your reservation, you may sign-out a single adjacent slot by writing “Continued Practice” in the slot and printing your name and apartment number legibly.
 - YOU MUST WAIT until the end of your rehearsal to do so and MAY NOT do this in advance.
- LAST MINUTE: If you have reserved a room in advance, you may sign-in for an additional slot preceding your own only if you arrive and find a room unoccupied. Print your name legibly with apt # and LAST MINUTE on the right side.
 - YOU MUST WAIT until the beginning of the additional slot and you MAY NOT do this in advance.
- After 11:00 pm rooms are first come/first served and residents must sign in on back of reservation sheets.

2. CANCELLATIONS, LATENESS and NO-SHOWS

CANCELLATIONS:

- LAST MINUTE/SAME DAY cancellations and NO-SHOWS will not be tolerated. DO NOT sign out a room unless you are certain you will be there.
 - Cancellations must be made AT LEAST 24 hours in advance. Repeated cancellations, whether or not they are done in advance, are grounds for disciplinary action.
 - DO NOT black out your name. If you must cancel, put a single line through your name and use the correction tape provided at the front desk. If there is no tape, simply put a line through your name.
 - DO NOT ask Security to cancel (or sign in) for you.

LATENESS

- Lateness: If you are more than 20-minutes late, you are considered a no-show and another resident may take your slot.
 - Write “no show” next to the person’s name and print your own above.

3. OTHER RESTRICTIONS

- Vandalism, theft, unsafe and illegal activities will NOT be tolerated. All cases of such will be immediately referred to MP Management and result in immediate and permanent prohibition of room use and potential prosecution.
- YOU MUST clean up after your session, RETURN EQUIPMENT to its original place in the rooms and RESTORE the room to the cleanest possible condition.
- YOU MAY NOT move or re-arrange the drum kits.
- ABSOLUTELY NO FOOD, DRINK OR SMOKING IN ROOMS UNDER ANY CIRCUMSTANCES. Bottled water is permitted.
- NO ARGUMENTS. Arguments with MP staff or Rehearsal Room Committee will result in expulsion from the rooms.
- YOU MUST be gone by the time the next slot begins. Time slots end 10 minutes before the next begins.
- YOU MAY NOT complain to the Security Officers about the guidelines.
- YOU MAY NOT “coke” or resin the dance floor.
- YOU MAY NOT conduct group classes for a fee in these rooms. They are for resident rehearsal only.
- BATHROOMS – Unfortunately, there are no downstairs bathroom facilities available due to MP policy and past abuse of facilities. You and your guests must use the bathrooms in the resident apartment.