



THE ACADEMY OF CONTEMPORARY MUSIC
AT THE UNIVERSITY OF CENTRAL OKLAHOMA

After-Hours Information

All after-hours access is now booked in advanced and reserved by using the website located at:

www.acmuco.setmore.com

A link to this is also found on the ACM@UCO website under the "Current Students" section.

**You can also access a link via the
ACM Community HUB within D2L**

The Basics:

1. No "walk-in" traffic will be allowed. Access will only be granted with a reservation.
2. You must present your valid UCO ID and scan for entry.
3. While on site you are allowed to use the facilities you reserved. You will not be permitted to move freely about the campus during after-hours times.
4. The student workers have the authority to ask anyone to leave the premises who they feel to be abusing their after-hours access or in some way violating the UCO Rules of Conduct.
5. If you have any questions regarding after hours access or reserving time please email booking@acm.uco.edu

General Information:

1. The 4th Floor MIT Suite is meant for individual use only. As long as seats are available you will be able to remain in the MIT Suite at the discretion of the Student Worker.
2. Studios are for Production Students only. Studio sessions are 3 hour blocks in the Tracking/Mixing Rooms and 3 hours in the POD Studio Rooms. These times include setup and teardown. Some special studio sessions may be requested by Faculty, and will be subject to verification. Students are only allowed 1 submission per student per week for the studios.
3. POD Studios are available to all ACM Students, but Production Students will be given priority. Students are only allowed 1 submission per student per day for the POD Studios.
4. Rehearsal Rooms are open to all ACM@UCO Students, but Performance Students will be given priority. Rehearsal times are 3 hour blocks. This three hours includes all setup, tear down, load in and out. Typically only 1 submission per student per week will be added to the Calendar. If time is available and no other submissions are requested additional reservations may be granted.

The Details:

Rules:

1. All after hours access will be by appointment ONLY. Under no circumstances will "Walk-Ins" be allowed.
2. After hours access is limited to ACM@UCO Students and their guests as authorized by this document.
3. Guests are only permitted for Rehearsal and Studio Sessions. No tours, family visits, quick stops, etc. during After-hours.
4. Each ACM@UCO Student is authorized to bring up to 4 guests at any given time. The names of these guests must be submitted when reserving time in one of the facilities. Last minute substitutions of guests will be handled at the discretion of the Student Worker. Under no circumstances will more than 4 guests per student be allowed. Last minute additions will not be allowed.
5. After-hours access is for productive use only. Anyone felt to be loitering or otherwise abusing their privilege may be required to leave.
6. Under no circumstance can a student charge money to parties for accessing the facilities nor can students reserve the facilities to generate money.
7. The MIT Suite is available after-hours for personal or other school related activity. No reservations are required for accessing the MIT Suite.
8. The Studios are available to qualified Production students only. This will be confirmed before your reservation is added to the Master Calendars. Reservations will only be accepted 24 hours in advance.
9. Missed appointments, late arrivals and other violations of these rules will be subject to disciplinary action. First starting with a warning and the next violation will result in a student's after-hours access being revoked or suspended as seen fit by the ACM@UCO Staff.
10. While on premises after hours all UCO and ACM@UCO rules of conduct apply.

Procedure:

1. Visit www.acmuco.setmore.com and submit your request for After-Hours access. You must use your UCO email address. Use of any other email address will result in immediate cancellation of your request. Make sure you list any Guests full names in the comments section of the request. (4 Guests per ACM@UCO Student for Rehearsal and Studio or POD Sessions ONLY)
2. You will receive a confirmation email that you must confirm. Questions or concerns may be sent to booking@acm.uco.edu.
3. Upon arrival please meet in front of the lobby elevators. A student worker will be there to take you to the necessary floor for your appointment. Please try and have all equipment and people in the lobby before your reservation time starts. Late arrivals will still be held to the scheduled end time of their reservation.
4. Should you need to cancel your reservation please email booking@acm.uco.edu within 24 hours of your reservation.
5. No shows or excessive late arrivals will be subject to one warning. Upon the second no show or excessive late arrival students will have a two week restriction placed on their after-hours access.