

# HOUSE RULES OF THE MAIN BUILDING OF THE ESTONIAN ACADEMY OF MUSIC AND THEATRE

Opening hours:

Monday-Friday 08.00-23.30, assigning of keys possible until 21.30.

Saturday-Sunday 10.00-21.00, assigning of keys possible until 20.00

Rooms should be vacated 15 minutes before closing time.

## Reserving classrooms

1. Classrooms, auditoriums can only be reserved at Registry and Student Affairs department room A203;
2. Reservation requests for the Chamber hall and the Organ hall can be made online at: <https://sise.ema.edu.ee/ruumid> - the reservation must be confirmed by the Concert and Performance Centre room A101;
3. Conference room A202 must be reserved by the Rector's secretary room A209;
4. Opera studio A403 can be reserved at Registry and Student Affairs but the confirmation of the Head of the Opera studio is required room B220;
5. EAMT guest apartments must be reserved by the Chief administrator room C106;
6. ÕIS can be used for booking 4th floor practice rooms for the next day;
  - a. Maximum practice time per day is 2 hours;
  - b. To cancel a reservation click on the yellow booking tab;
  - c. If a student hasn't canceled the reservation and doesn't collect the classroom key within 15 minutes from the start of the reservation time, the student will lose the right to use or reserve classrooms for the rest of the week;

## Classrooms waiting list

7. In the absence of vacant classrooms an electronic registration to the waiting list can be made using the EAMT smart card;
8. The first person on the waiting list will be notified by the email and his/her name will be displayed on the information screens in EAMT premises;
9. After the notification has been sent this person must collect the classroom key from the administrator within 5 (five) minutes;
10. If the key is not collected within 5 minutes the person will be removed from the waiting list;
11. Members of the academic staff shall have priority over students on the waiting list;

## Using classrooms

12. Room keys are given by the administrator according to the lessons timetable;
13. Presenting the EAMT smart card is required in order to receive the key;
14. All EAMT academic staff and students must personally register the use of classrooms with the administrator (including the use according to the lessons timetable or when taking over the classroom from the previous user) and the responsibility for the classroom key is transferred to the next user;
15. When leaving the classroom, the door must be locked and the key returned to the administrator. "Walking around" with the key is prohibited;
16. The master keys are not given to students or teaching staff;
17. Practice time in a classroom is limited to 2 hours. If vacant classrooms are available extending the practice time is possible by registering the extension with the administrator;
18. Practice time can be extended **no earlier than 15 minutes** before the end of the reservation time. If there is a waiting list for the classroom the key must be returned;
19. Persons not studying or working at the Estonian Academy of Music and Theatre must send a written application to the Rector in order to be considered for the right to use a classroom;
20. TMKK students may only use classrooms together with EAMT teaching staff or together an EAMT student as part of pedagogical practice lessons;
21. If using the classroom or auditorium requires moving stands, chairs, tables, the items must be returned to their original location;

## Special classrooms

22. Only EMTA students have the right to use the instrument storage room A301 intended for large instruments;
23. The keys for the following classrooms are issued by the administrator according to the list of approved users:
  - a. A005, A007, A009 - Music Education jazz studio;
  - b. A109 - percussion class;
  - c. A401 - organ class;
  - d. A404 - organ faculty and students if there is no previous reservation via the Concert and Performance Centre;
  - e. B201 - composition class;
  - f. B211 - folk music department class;
  - g. B401; B402 - jazz department class;
  - h. B416 - double bass class;
  - i. C005; C007 - electronic music studio;
  - j. C209 - musicology department seminar room.