

# Practice etiquette for Sibelius Academy students

## QUICK GUIDE 1.1.2020

### Practicing with a reservation

- You can make practice reservations (max. 10 hours per week) to bookable practice rooms and classrooms in Peppi. Reservations can be made max. 2 days and min. 2 hours in advance.
- If you have a reservation, you can take over the practice room even if there is someone there.
- If you are more than 15 minutes late and someone else has come to the practice room in the meantime, you lose your reservation.
- You can take breaks of max. 15 minutes at a time without losing your reservation.
- When your reservation ends, allow the next student to take over the practice room.

### Practicing without a reservation

- Practice rooms on the 2nd and 3rd floors of N building are queueable: the first in line gets the practice room that becomes available (both floors have separate queues).
- In addition to queueable practice rooms, you can practice without a reservation in bookable practice rooms, classrooms and certain other spaces by queueing if there are no reservations.
- A coat, a backpack or an instrument case do not queue – you can only queue by being present!
- When you get a practice room, mark your estimated exit time on the clock by the door, so others know when practice rooms will be available.
- Mon-Fri between 9am-6pm you can practice max. 2 hours at a time in queueable practice rooms, after which you have to give up the practice room to the first person in line.
- Mon-Fri after 6pm you can practice as long as you want, and practice started before 9am can go on until 11am.
- You can take breaks of max. 15 minutes at a time without losing your reservation.

### General instructions

- When you arrive in a practice room, switch on the “reserved” light (M and N buildings) or turn the paddle by the door red (T building).
- If you're on a break, leave something in the practice room to indicate that it is in use.
- When you stop practicing, take all your belongings with you. Always remember to leave the practice room tidy after you!
- When you stop practicing, switch off the “reserved” light (M and N buildings) or turn the paddle by the door green (T building).

The full version of the Practice etiquette for Sibelius Academy students can be found in Finnish at [www.taiyo.fi/wp-content/uploads/2020/01/SibAn-opiskelijoiden-harjoitteluetiketti-2020-korjattu.pdf](http://www.taiyo.fi/wp-content/uploads/2020/01/SibAn-opiskelijoiden-harjoitteluetiketti-2020-korjattu.pdf)

You can send feedback and suggestions on the etiquette to the Student Union's SibA division (contact information on ArtSU's webpage).