

KU School of Music

Murphy Hall Usage Policy

KU and other organizations wishing to use KU School of Music classrooms, rehearsal rooms, or Swarthout Recital Hall may use this information to estimate the total cost of their rental.

Scheduling must be approved by the Associate Dean for Performance Activities. Contact music@ku.edu or 785-864-3436 to inquire. KU School of Music prioritizes classes, and student and faculty rehearsals and performances for use of available spaces. Available spaces include:

Classrooms:

402

442

440

238

5th floor practice rooms

Rehearsal Rooms:

111 (small)

148 (small)

118 (medium)

130 (large)

Swarthout Recital Hall (272 capacity)

If the facility is approved for your use, you agree to abide by the following regulations:

- All events must comply with KU non-smoking policy.
- There will be no food in any classrooms, rehearsal rooms or Swarthout Recital Hall. Water bottles are allowed. Food is allowed in the lobby of Swarthout Recital Hall.
- The final decision regarding your application will be made by the Associate Dean for Performance Activities.
- If the request is approved, notice will be sent to the sponsoring organization. If the organization is not a University agency, the Associate Dean for Performance Activities will write a contract to be signed by both parties. Non-University organizations must provide proof of insurance with the signed agreement.

The School of Music reserves the right to refuse rental for any reason.

Facilities Usage Fees

- Swarthout Recital Hall: Internal \$30/hour; External academic \$42/hour; External Market, \$125/hour
- Classrooms: Internal \$5/hour; External Academic \$7/hour; External Market, \$10/hour

Program Printing

- \$22.50/hour labor: one hour minimum
- \$30 per 500 programs

Recording in Swarthout Recital Hall

- Audio only recording - \$150
- Audio and Video - \$350
- Performances lasting more than 2 hours will be charged an hourly recording rate of \$150 for audio and \$350 for audio and video
- Livestream - \$50
- Livestream with video recording - \$100

Recording in the KU School of Music rooms other than Swarthout Recital Hall

- Audio only - \$250 for audio only
- Audio and video - \$500
- Performances lasting more than 2 hours will be charged an hourly recording rate of \$250 for audio and \$500 for audio and video

Piano Rental

- Piano – External Academic \$80 per day. External Market \$80 per day.

Labor

- Swarthout Staff - \$15/hour (required)

All events in Swarthout Recital Hall must employ a Swarthout staff member to ensure safety, protect equipment, and assist with emergencies

This policy does not apply to faculty seeking to host an instrument day (e.g. Flute Day, Oboe Day, etc.,) other recruiting or similar events.

Contact music@ku.edu all call 785-864-3436 for all inquiries.

