



Yale Institute of Sacred Music

Information to Note!

Practice Rooms

After hours access to the ISM Practice Rooms is limited to students who have requested access via email to william.cowen@yale.edu, or louise.johnson@yale.edu, and have been approved for access. Keys to the organ practice rooms will be provided to organists for a small deposit (see KEYS).

ISM Great Hall

The ISM Great Hall is available for ISM student use at any time, provided that no prior event or class has been scheduled for the space. Administrative and Faculty requests will take precedence over student requests. Reservations for the use of the Hall can be made by submitting the enclosed request to William Cowen. Please try to reserve the Hall at least one week in advance of your requested usage.

Facilities schedules will be available on the ISM Website, under “Info for Current Students, Faculty and Staff”. These schedules will be updated on a weekly basis. For up-to-the-minute scheduling information, please contact the ISM receptionist.

No other ISM facilities are available for student use, including the ISM Green Room, ISM Seminar Room, and ISM Organ Studio, unless specifically granted that privilege by Faculty or Administration (requests by students will not be honored).

Keys

All keys can be signed out on a temporary or long-term basis. Temporary key sign out (duration of less than one business day) for the purpose of accessing the Great Hall, Organ Practice Rooms, or other purposes, will be accomplished by requesting the key from the receptionist and signing a key sign-out form. Students found not returning their keys within that business day will be fined, and will be unable to request further keys.

Keys which are to be signed out for longer periods (organ keysets, practice room keys, etc), require the completion of the included key borrowers form, and will require a small deposit based on the type of key/s. This refund will be returned to the student upon successful return of the key/s. Deposits will be made in **exact** cash, or by check to Institute of Sacred Music. Deposits can be made and keys picked up or returned to the receptionist.

Lockers

Lockers are available in the ISM Practice Room suite. These lockers are open and available on a first-come first-serve basis. Students are required to provide their own locks. The Institute is not responsible for any items missing/stolen from lockers.

Lost and Found

Items lost in the Great Hall will generally find their way up to the ISM Reception area if they are turned in by students, or found by staff members. If you may have lost something in the Great Hall, check with the ISM Receptionist. There is also a Divinity School lost and found, located at Dale Peterson's office.

Student Grant Requests

Student Grant Requests for summer language study, conference travel, or colloquium expenses can be made by completing the enclosed form and obtaining the requisite signatures.

Job Opportunities

Positions at the Institute will occasionally be made available, generally in support of events, or for various larger projects (choral/vocal library, colloquium archiving, etc). These job opportunities, when they exist, will be indicated at our website on the "Info for Current Students, Faculty and Staff" page, and will also be posted on bulletin boards, or presented in Colloquium Announcements each week. If you are interested in being contacted as these opportunities arise, please notify Jenna-Claire Kemper via email at jenna-claire.kemper@yale.edu.

Community job possibilities for organists, choral conductors and singers will be posted on our website, <http://www.yale.edu/ism>. The PRISM newsletter will present job postings online and in print once per month.

ISM Instruments

The use of ISM instruments is limited to groups or students who have obtained permission from Martin Jean or an ISM Administrator. To schedule the use of an instrument, complete the enclosed form as far in advance as possible, and submit the request to the ISM Instrument Coordinator, Laura Chester. If it is necessary for an instrument to be moved, notify the ISM Instrument Coordinator; if this is for an official Yale recital, the funds for the move would need to come from your department's program budget, otherwise, you may be responsible for costs associated with the move. The moving of any instrument must be supervised by ISM staff or designated mover(s). To obtain a key to the Great Hall piano, please see the ISM Receptionist, Will Cowen. Please handle the instruments with the utmost care; cover the instruments when you are finished using them.