

Students using Bienen School venues are required to agree to the recital reception waiver, **even if** they do not plan to hold a reception.

## Part 1 – Reception Locations & Equipment

Small receptions following student recitals may be held in the locations listed below; no other areas may be used. Reservations are **NOT** accepted for these spaces, which are subject to availability.

### RCMA North Student Lounge

- Recitalists performing in **McClintock Choral and Recital Room** or the **Regenstein Master Class Room** should use the first-floor **RCMA North Student Lounge** located on the north side of the building, in front of McClintock.
- Six-foot tables for student recital reception use can be found in the vending area adjacent to the space.

### RCMA East Lobby/Pre-Function Area

- Recitalists performing in **Galvin Recital Hall** and the **Ryan Opera Theater** should use the **RCMA East Lobby/Pre-Function Area** located adjacent to the backstage door leading to Galvin.
- Six-foot tables for student recital reception use can be found in the vending area adjacent to **RCMA North Student Lounge** between **McClintock Choral and Recital Room** and the **Regenstein Master Class Room**.
- The ticketing counter/slab in the RCMA lobby is **NOT** approved for recital reception use.

### Pick-Staiger Rehearsal Room

- Recitalists performing in **Pick-Staiger Concert Hall** should use the **Rehearsal Room** located adjacent to the concert stage.
- Eight-foot tables for student recital reception use can be found in the backstage area of the concert stage.
- The lobby in Pick-Staiger is **NOT** approved for recital reception use.

**NOTE:** the Jean Gimbel Lane Reception Room in the Ryan Center is **NOT** available for recital receptions.

## Part 2 – Reception Guidelines

A recital reception can be a great way to celebrate an important milestone with family and friends. However, holding these gatherings in Bienen School spaces is a privilege that should be not abused. In fairness and consideration of everyone, students are expected to follow the guidelines below.

- **The Bienen School of Music expressly prohibits the serving or consumption of alcohol at any reception that occurs in a Bienen School facility.**
- **Recitalists** are responsible for cleaning up after their reception. Tables should be wiped down and returned to the proper storage location, food and beverage waste discarded, and extraneous trash taken to the dumpster located by RCMA. The Concert Management Office does **NOT** provide custodial services for recital receptions.
- Receptions, including clean-up, must be completed no later than 30 minutes following the end of the scheduled recital slot: **10:30p for 8:30p recitals, 8:00p for 6:00p recitals, 4:30p for 2:30p recitals, or 2:00p for 12:00p recitals.**