

Academic Year-End Closing Procedures

updated: May 2019

- **CWRU-Owned Instrument Return**
 - If you have signed-out/used a school-owned brass instrument, woodwind instrument, marching instrument, or drumset; please plan to complete its return on one of the following two return days indicated below. All returns should be cleaned, oiled/greased as needed, possess all accessories in the case, have mouthpieces cleaned, and cases should be emptied of personal items. Each person using a single shared instrument should plan to complete your individual instrument return paperwork.
 - **Return Days:**
 - Thursday, April 25th between 10:00 AM and 12:00 PM in the Wade/Denison Music Library
 - Thursday, May 2nd between 1:00 PM and 3:00 PM in the Wade/Denison Music Library
- **Repairs:** If the instrument is in need of repairs, please let us know at the time of the return
 - If you have a string instrument, please contact Dr. Horvath kah24@case.edu
 - If you have an HPP instrument, please contact Jane Leggiero jel161@case.edu
- **Summer Requests**
 - If you have a verifiable need to check-out an instrument over summer, please contact the instrument oversight faculty member directly:
 - Brass, wind, marching, percussion, drum set: Dr. Scherber, rvs23@case.edu
 - Strings: Dr. Horvath, kah24@case.edu
 - HPP: Dr. Andrijeski, jxa4@case.edu
- **Locker Cleanout**
 - If you have a locker checked out, please have it emptied of personal items and clean out of any trash by the end of the day on **Sunday, May 19**. Immediately following this date, combo locks will be changed and any items left will be disposed of.
 - If you will be living on campus, taking summer courses at CWRU, or have other extenuating circumstances, you may request consideration of a summer locker in the Denison Hall Facility using this link: <https://forms.gle/o2vr8CJtHosudo636>.
 - If you would like to continue using one of the HPP lockers in Haydn Hall, please email Summer Canter, sxc1398@case.edu.
- **Denison Hall Facility Lockbox Access**
 - Access to the lockboxes will cease for Denison Hall Facility student monitors after your the last shift on May 4 and after May 19 for anyone with access to the Music Library, Percussion Studio, Harp Storage, SMB Storage, or Tuba/Euphonium Storage.
 - Students with a need for access to these spaces over the summer, please contact Summer Canter, sxc1398@case.edu.
- **Summer Break After-hours Access**
 - Request summer access: <https://music.case.edu/after-hours-access-request-form/>. Include a note that you'll be on campus over the summer and/or if you've been given summer privileges for Denison Hall Facility. Summer after-hours access is active between **May 19-September 6**. Following drop/add in the fall semester, we will activate after-hours access for the academic year. All music majors or students registered in ensembles (MUEN) or lessons (MUAP) at the point of drop/add will be given after-hours access. Please contact Summer Canter with any questions or concerns, sxc1398@case.edu.