

PCM Student Facility Use Rates and Policy

2025-2026



Venue	Barrett Recital Hall	PCM Auditorium	Large Studio (123, 130, 400)
Event Rate	\$200 per hour	\$130 per hour	Not available
Recording Rate	\$80 per hour	\$60 per hour	\$50 per hour

Rates and Booking

- ❖ Rates are for current PCM students only.*
- ❖ Dates may be reserved by phone or e-mail (see contact details below).
- ❖ An actual date or dates must be reserved. We do not hold floating sessions to be used freely within a given period.

Payment, Changes, and Cancellations

- ❖ Full payment is due on the first date reserved. Payments can be made by cash, check, or credit card. Checks are made payable to "Pasadena Conservatory of Music."
- ❖ At least 24 hours notice must be given for any date changes or cancellations, otherwise full rate of unused rehearsal session must be paid. This is not negotiable.
- ❖ Walk-ins are accepted during office hours on a case by case basis.
- ❖ All reserved blocks must be continuous, inclusive of load-in, set up, strike, and load-out. Any unreserved time used beyond the reserved block will be charged the full hour.
- ❖ Additional charges may also include cleaning and damages to PCM property (see reverse side for details).

General Conduct

- ❖ No smoking is permitted on the PCM campus.
- ❖ No burning of materials of any kind that produce smoke is allowed on the PCM campus.
- ❖ No pets are allowed on the PCM campus except for service dogs.
- ❖ Studio doors must be closed when playing instruments/singing/making noise.
- ❖ No playing, singing, or shouting in common area or in parking lots. Please respect our neighbors and leave the premises quietly.
- ❖ For safety and hygiene, chairs may not be used as standing platforms.
- ❖ Please refrain from touching the artwork on display throughout the PCM campus.
- ❖ Children under the age of 18 must be accompanied by an adult while on the PCM campus.

Contact

Pasadena Conservatory of Music

100 North Hill Avenue

Pasadena, CA 91106

626-683-3355

lgrkinich@pasadenaconservatory.org

Office Hours: 9 a.m. to 6 p.m., Monday through Friday | 9 a.m. to 1 p.m., Saturday

*PCM Alumni inquire with Events Coordinator about pricing options.

Waiver of Liability and Indemnity Agreement

The Undersigned represents and warrants that it will conduct the session in a manner that will protect PCM and its premises, facilities and personnel against any damage, loss or disparagement, and shall indemnify PCM and its trustees, officers, employees and volunteers against loss and hold them free of all liability and expenses, including, without limiting the generality of the foregoing, their reasonable attorney fees, with respect to all claims or legal actions of every kind or nature arising out of or in any way connected with the event whether resulting from negligence, intentional misconduct or otherwise.

Full Name of User or Parent/Guardian of Minor

Signature of User or Parent/Guardian of Minor

Phone

_____/_____/_____
Date (month / day / year)

E-mail

Address (Street, City, State, Zip)

Additional Charges: Additional charges may include security overtime fees, additional clean up, or damages to PCM property. The undersigned shall be solely responsible for all additional financial obligations incurred for the rehearsal and where applicable will reimburse PCM within thirty days of invoice date for said expenses. Any and all fees and deposits due PCM and not received by the specified date will be subject to a late penalty of 1.5% interest per month, or the maximum allowed by law, whichever rate is less.

Severability: The undersigned further expressly agrees that the foregoing waiver is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, indemnity agreement, and all the previous paragraphs, and fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature of User or Parent/Guardian of Minor

_____/_____/_____
Date (month / day / year)