



EESTI MUUSIKA-  
JA TEATRIAKADEEMIA

Approved by Rector's Directive No. 1-14/12 of 28 May 2021  
Revision approved by the Rector's directive No. 1-14/30 of 18 November 2022  
Revision approved by the Rector's directive No. 1-14/42 of 14 December 2023

## House Rules of the Estonian Academy of Music and Theatre (EAMT)

**Study building at 13 Tatari St.,** phone: 6675 700, 6675 766.

Open hours: Mon–Fri 8:00–23:00; Sat–Sun 10:00–23:00

**Study building at 4 Toom-Kooli St.,** phone: 6675 800, 6675 804.

Open hours: Mon–Fri 8:00–22:30; Sat–Sun 10:00–21:00

Academy is closed: 1 January, 24 February, 23–24 June, 24–25 December

Academy buildings are closed 3 hours earlier: 23 February, 22 June, 23 December, 31 December

- The entrance from Rävala puistee to the 13 Tatari St. building is open during open hours.
- The entrance to the Concert and Theatre Hall on Sakala St. is used only during public events.
- The entrance to the 4 Toom-Kooli St. building is via the courtyard during open hours.
- Prior agreement with the administrator is required to enter the Academy buildings for exceptional cases outside opening hours.
- Upon entering the Academy building, guests register their name and the reason for the visit at the security desk.
- The premises must be vacated and the keys returned to the administrator no later than 15 minutes before the closing time.

### Room reservation

- Rooms are reserved for studies by the Registry and Student Affairs Department.
- Students can reserve practice classes B406–B413 in the Study Information System (ÕIS) for the next day.
- The maximum continuous practice time is 2 hours.
- The practice time can be canceled up to half an hour before the start of the reserved time slot.
- Requests to use the opera studio A403 are coordinated with the opera studio.
- Halls, specialty-specific classes and rooms are booked accordingly on the basis of rights and procedures.

### Accessing and using classrooms

- Classroom keys are issued by the administrator according to the timetable and the cardholder's rights.

- The recipient of the key is registered using the EAMT contactless smart card.
- After two hours, it is possible to extend the use time of the exercise class at the administrator's desk, if there is no queue. If there is a queue for the classes, the key must be returned. At the end of the lesson or practice time, the classroom door must be locked and the key must be returned to the administrator immediately.
- If there are people waiting to use the classroom, the key must be returned.
- At the end of a lesson or practice session, the classroom door must be locked and the key returned to the administrator without delay.
- If there is a break in practice, for example to visit the library or the canteen, the classroom key must be left with the administrator. If you are not in the classroom, don't keep the key!
- People from outside the EAMT can use the premises only with a special permit and in accordance with a lease agreement for the premises.
- After leaving a room, all its equipment must be left in their original position. A stand borrowed from another room must be returned to the correct class afterwards (see the room number on the remote control).
- It is forbidden for anyone to enter a classroom when it is being used for a lesson or practice session without compelling reason.
- The rooms accessible by smart card have video surveillance (see also the section on cameras).
- The temperature controllers on the heaters in the classrooms and offices of the Concert and Theatre Hall building (D) must not be touched. To adjust the temperature, contact the Maintenance Manager. In rooms with local control of room air conditioning, the temperature can be adjusted from the digital touch panel next to the door. When leaving the room, the temperature display must be set back to 21C. Windows must not be opened.
- In the rooms of the Academy building on Rävala puistee (A, B and C), the windows may be opened (ask the administrator for the handle), but the windows must always be closed when leaving the room. Radiators cannot be adjusted on site, contact the Maintenance Manager to adjust the temperature. This ensures the preservation of our musical instruments and respects the work of instrument maintenance staff.
- When leaving the room, the lights must be turned off.

## **Good conduct**

- Those staying in the buildings of the EAMT follow the generally accepted standards of conduct, equal treatment principles at the EAMT and the laws of the Republic of Estonia.
- Good conduct includes friendliness, care and vigilance, cleanliness and tidiness.
- We treat EAMT property prudently and use it in such a way that it lasts.
- If there are instructional signs in the room (e.g. a prohibition on entering in outdoor shoes), they must be followed.
- Goods elevators are used only for the transport of goods and instruments.
- Anyone losing or destroying EAMT property will be held responsible and must repair or compensate for the damage (section 132 of the Law of Obligations Act).
- The administrator must be notified immediately of any property damage.

## **EAMT internet and virtual space**

- Those present in the building can use the public internet network EMTA-Public.
- The use of IT services is regulated by the procedure for using EAMT ICT services.

## **Wardrobe**

- The EAMT unguarded wardrobe is located on the 0th floor, there is a video camera and the recordings are reviewed upon justified request (see Cameras).

## **Cameras**

- There are video cameras that record 24 hours a day in the EAMT courtyard, in public spaces and in rooms accessible by smart card. The cameras are monitored by an administrator.
- The recordings are stored for 2.5 months and are reviewed by a person authorized by EAMT only in case of problems.
- Upon reasoned request, archived recordings are shared with the police.

## **Fire safety**

- The use of fire and smoke generating equipment in the Academy buildings is not allowed. Exceptional cases (e.g. the use of stage smoke in performances) must be coordinated with the administrator of the performance halls.
- In the event of a fire, the instructions of the evacuation manager (i.e. the shift administrator), the illuminated evacuation signs and the instructions given during evacuation drills must be followed when leaving the building. Employees are obliged to comply with the requirements of the EAMT fire safety regulations.
- Escape routes must be clear and must not contain any objects that could prevent people from leaving the building.

## **Events**

- Rooms for individual and group lessons, for recording sessions for students and lecturers, exams, rehearsals and other activities directly related to studies are reserved by the Registry and Student Affairs Department or the chief coordinator of the relevant department.
- Concerts and performances of the Estonian Academy of Music and Theatre are usually organised by the Concert and Performance Office ([kontsert@eamt.ee](mailto:kontsert@eamt.ee)).
- Applications for concerts can be submitted by EAMT students and lecturers to the Concert and Performance Office twice a year: in autumn and spring. Concerts and related hall rehearsals are reserved by the Concert and Performance Office based on Best practices of the Concert and Performance Office.
- The manager of the performance halls handles bookings for events held by external event organisers and agreements covering the conditions for such events ([saalikompleks@eamt.ee](mailto:saalikompleks@eamt.ee)).
- Once an event has been confirmed and the corresponding entry has been made in the room reservation system, it is mandatory to add the main details of the event (start time, break, rehearsal schedule, etc.) and information about additional needs (technical needs, rider, supplies, piano, additional cleaning, etc.) within reasonable time, but not later than one week before the event.

## **Student lockers**

- Lockers that students can use to store personal belongings are in corridors A and C on the ground floor.
- Lockers are rented by the student council (room B029, [yesindus@eamt.ee](mailto:yesindus@eamt.ee)).
- No perishable foodstuffs or anything producing an odour, sound or other disturbance to passers-by can be stored in the lockers.
- Lockers must be vacated for the summer holidays.

## **Advertising on EAMT information boards**

- In-house information boards can be used to post in-house information and study-related information, using fastening devices that do not damage the board or the walls of the building.

- Advertising and information about external events may be displayed in a designated area, on a board in the ground floor lobby of the building.
- The maximum size of indoor advertisements for external events is A3. It is prohibited to post such advertisements without authorisation by the Concert and Performance Office.
- For events held in the halls of the EAMT for which a rental agreement has been signed, advertising or information may be displayed on the facade of the EAMT building, subject to agreement.

## **Litter and cleaning**

- Packaging, biowaste and paper must be disposed of in relevant bins at waste sorting stations (on the ground and 3rd floors of the Råvala building and on the ground and 4th floors of the Sakala St. building).
- Other household waste can be disposed of in the relevant bin at the sorting station as well as in ordinary waste bins.
- Packaging waste (large boxes) must be folded flat and taken to the stairwell on the 0th floor of the Tatari 13 educational building. The cleaner arranges the handling of packaging waste as soon as possible.
- The building is cleaned in the morning between 5:30 and 11:00.

## **Food and drink**

- The Academy café is open Mon–Fri 8:30–16:30, the self-service café is open until 23:00.
- People can consume their own food and drinks in the kitchens or waiting areas in the buildings.
- Consuming food and drinks in the classrooms and performance halls is prohibited.
- As an exception, bottled water may be consumed in classrooms and halls if the bottle can be closed with a cap; bottles must not be placed on musical instruments.
- There are appropriate bins for packages and bio-waste in the waste sorting stations.

## **Prohibited substances**

- Alcoholic beverages are not consumed in the Academy buildings during lessons and at study related events.
- Smoking is allowed on the outdoor territory of the Academy building in designated places. Smoking indoors is prohibited.
- The consumption of substances prohibited by law and the use of objects that may endanger people and the property of the Academy are not permitted on the territory of the EAMT and in the Academy buildings.

## **Parking**

- Bicycles can be parked and locked in the designated bicycle park. Electric scooters are not allowed in the building-
- Parking of cars in the EAMT parking lot is subject to the applicable procedure and a signed agreement.
- The three parking spaces on Råvala St. have been allocated to EAMT guests and the parking time is limited to two hours per car. Parking must be registered at the information and security desk. From December 2023, Snabb will start checking parking.