



EESTI MUUSIKA-
JA TEATRIAKADEEMIA

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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

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

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

The opening hours before public holidays and during the summer holidays are by agreement.

- The entrance from Rävåla 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 at Tatari 13 study building

- The following persons reserve the rooms for individual and group lessons, student and faculty recordings, exams and related rehearsals, and other activities directly related to studies:
 - the Registry and Student Affairs Department
 - the head of the relevant department
 - the Study Programme Registrar of the department of Theatre

- If the teacher does not use the reserved room, he or she must cancel the reservation as soon as possible, informing the administrator or the academic department.
- Students can reserve practice rooms B406–B413 in the Study Information System (ÖIS) for the next day the evening before (starting at 9:00 p.m.). If there are free rooms, the administrator can release them for use on the same day.
- Advance booking only applies to degree-level students (excluding those on academic leave) and participants in preparatory courses.
- If a student wishes to cancel their reservation, they must do so no later than half an hour before the start of the reserved time in ÖIS or with the administrator.
- Registration for the electronic queue is done at the administrator's desk with an EAMT smart card.
- The queue can be monitored in the ÖIS and the person will be notified by e-mail when the queue arrives.
 - Upon receiving the notification, the student must reach the administrator within five (5) minutes; after this time, he/she will be removed from the queue.
 - If several classes become available at the same time, the administrator may invite several students simultaneously.
 - The queue is regulated by the administrator (special requests, e.g. piano class or shorter usage time, may be taken into account).
- The maximum continuous practice time is two (2) hours.

Accessing and using classrooms at Tatari 13 study building

- Classrooms can be used without restrictions or for a limited time. Rights arise from the study status and level of study, which are defined in the ÖIS and are linked to the person's EAMT smart card (see Appendix 1).

Practicing without restrictions

- Allows reserve practice rooms B406–B413
- Allows use of all classes during Academy opening hours

Limited time practicing

- Excludes use of rooms on weekdays from 10:00 to 17:00

Key issuance and return

- The 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 smart card.
- When taking a break from practice, for example to visit the library or canteen, the key must be left with the administrator; keeping the key in your hand when not in class is prohibited.

- 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 no queue, the usage time can be extended with the administrator.

Restrictions on the use of rooms

- Taking the key outside the Academy premises or leaving the classroom door open will result in a warning for the student. After the second warning in ÕIS, the student's smart card will be blocked for a week and the use of the premises is not possible.
- Classroom windows must not be opened (except for windows in B4 classrooms, which must be closed when leaving the room); leaving windows open overnight will result in the same sanctions as misuse of the key.
- Adjusting the temperature of the radiators in the classrooms and office spaces of the Concert and Theatre Building (Building D) is prohibited – to change the temperature, you must contact the Maintenance Manager. This ensures the preservation of our musical instruments and respects the work of instrument maintenance staff.
- After leaving the room, all belongings must be left in their original position. The stands and chair borrowed from another room must be returned to the correct class (see the room number on the stand).
- When leaving the rooms, the lights must be turned off and the door locked.
- 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).
- If the rules for using the rooms are violated, the Academy has the right to prohibit the use of classrooms for up to one week.
- Persons outside EAMT can use the rooms in accordance with the rental agreement or price list (see Appendix 1).

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.
- EAMT property must be treated prudently and economically.
- Placing items on pianos and other instruments is strictly prohibited.
- It is prohibited to stack furniture or other equipment on top of each other in classrooms.
- 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).
- The EAMT digital locker is located on the 0th floor of the Tatari 13 academic building next to the wardrobe and can be used for sending parcels and returning digital devices.

Student lockers at Tatari 13 study building

- 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).
- 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.

Cameras

- There are video cameras that record 24 hours a day in the EAMT courtyard, on the terrace, 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 Tatari 13 academic building or with the technician in the Toom-Kool academic building.
- 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

- EAMT public concerts and performances are organized by the EAMT Concert and Performance Office (kontsert@eamt.ee) in accordance with the EAMT Concert and Performance Office's event organization regulations (see "Statutes and Regulations" on the EAMT website).
- Applications for organizing concerts or performances (except for diploma productions of the Department of Theatre) can be submitted by students and lecturers of the Estonian Academy of Music and Dramatic Arts to the Estonian Academy of Music and Dramatic Arts Committee twice a year – in autumn and spring.
- The EAMT Concert and Performance Office reserves the rooms for concerts, performances or other public events, as well as related rehearsals.
- The need to book rooms for conferences organized at EAMT must be submitted, depending on the content of the event, to either the Registry and Student Affairs Department or the International and Public Relations Department at least three months before the event. The conference organizer is responsible for booking the rooms.
- Once the event has been confirmed and the corresponding entry has been made in the room reservation system, all important details must be included in the reservation (start time, break time, piano use, rehearsal schedule, etc.). In addition, the organizer is obliged to submit information about additional needs (technical raider, accessories, additional cleaning, etc.) no later than one month before the event.
- Booking events for external organizers and agreeing on terms and conditions is done through the Rental Event Coordinator (saalikompleks@eamt.ee) based on the price list for renting the premises.

Advertising on EAMT information boards and screens

- 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 Tatari 13 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.
- The internal screens of the EAMT only display information related to events organized by the EAMT or studies.

Litter and cleaning

- Packaging, biowaste and paper must be disposed of in relevant bins at waste sorting stations (on the 1st and 4th floors of the building on Rävälä pst, on the 1st and 5th floors

of the building on Sakala St., on the 1st floor of the Toom-Kool academic building near the entrance and on the 0th floor in the kitchen).

- 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 building. The cleaner arranges the handling of packaging waste as soon as possible.
- The building is cleaned in the morning between 6:00 and 12:00. The daily cleaner is at Tatari 13 building Mon–Sun 7:00–17:30

Food and drink

- The Academy café is open Mon–Fri 8:30–16:30, the self-service café is open until 22:00.
- There is a hot drinks vending machine in the lobby of the Tatari 13 building.
- People can consume their own food and drinks in the kitchens or waiting areas in the buildings, which must be cleaned after use.
- 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 Rävåla 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. Parking in this area is controlled and fined by Snabb.

Appendix 1. Guidelines for using rooms

Any time: practicing without limitations allows you to book classes B406–B413 and also use other classes during the Academy's opening hours. Bookings can be made the evening before at SIS or on the same day at the administrator's desk (live queue).

Limited time: Limited time booking excludes booking rooms on weekdays between 10:00 and 17:00.

No: rooms can be rented during the limited time and subject to availability according to the current price list, see EAMT's rental prices for rooms and instruments and service prices (<https://eamt.ee/en/about/statutes-and-regulations/>)

