

APPLE HILL CENTER FOR CHAMBER MUSIC SUMMER WORKSHOP POLICIES

General

- No consumption of alcoholic beverages by anyone under the age of 21 will be permitted (see alcohol policy, page 3 of general handbook).
- No use of illegal drugs by anyone as per Federal Law (see drug policy, page 3).
- No smoking or lighted flames in AHCCM building. Smoking is allowed at the side porch of the Concert Barn. No purchase and use of tobacco for anyone under the age of 18.
- Be respectful of men/boys only cabins and women/girls only cabins.
- Swimming for those under the age of 18 may occur in the company of a Camp Director (CD) or Counselor Worker (CW).
- Participants under the age of 21 may be transported in private or AHCCM vehicles by licensed drivers over the age of 21.
- Only Camp Director's and designated AHCCM staff are authorized to drive the AHCCM van.
- Seatbelts must be worn at all times in AHCCM vehicles.
- Everyone is required to sleep in their assigned cabin. Public buildings, Rehearsal and Concert Barns, Hoffman Auditorium, and Farmhouse are off limits for overnight sleeping.
- All activities are to be authorized and organized in advance with the Camp Directors.

Schedule

Coachings

- 8:45 am – 10:15 am
- 10:30 am– 12:00 pm
- 1:30 pm - 3:00 pm
- 3:15 pm – 4:45 pm

Meals:

- Breakfast: 8:00 am
- Lunch: 12:15 pm
- Dinner: 6:30 pm

Lights out and Quiet

- All activities will stop at 11:30pm. CDs will start shutting down the rehearsal barn, etc, around 11 – reminders that the curfew is approaching.
- Practice hours: start at 8:00 am – finish at 11:00 pm
- The Winter Rehearsal Room/Farmhouse lounge is available for quiet late-night activities for over 18's. The sugarhouse will close at midnight.
- All participants under age 18 will be in their cabins with the lights out by midnight. CWs will accompany participants to their cabins and ensure a quiet sleeping environment.
- The Tuesday dance will stop at 2am and participants under age 18 will be in their cabins with the lights out by 2:30am. The sugarhouse will close at 2:00am

- The Saturday dance will stop at 1am and participants under age 18 will be in their cabins with the lights out by 1:30am. The sugarhouse will close at 1:00am.
- Same quiet areas are available on dance nights (farmhouse and winter room)
- Curfews are not at the discretion of the CDs, CWs, or faculty, and activities will be planned in order to accommodate curfews. Participants who disregard the curfews should be dealt with in accordance with the behavior policy.

Ping Pong Policy

- The ping pong tournament will be fully completed by 11 pm on the second Friday of the session.

Driving Policy

- Camp Directors and Counselor Workers understand they are responsible for the safety and well-being of the underage participants under their supervision. They will drive safely, carefully, and responsibly - (10-20mph) on Apple Hill Road, ensure that all passengers are wearing seatbelts, ensure that no texts or use of phones while driving, and follow all speed limits and other NH state driving laws.

Behavior

- Behavior problems include any of the following: violation of Apple Hill policies and procedures; illegal behavior; bullying; any other actions that disrupt another community member's safety and peace of mind.
- If any community member observes behavior problems, they should immediately talk to the following: participants report to CWs; CWs report to CDs; CDs and faculty report to either the Summer Coordinator or Director; Summer Coordinator reports to Director.
- The Director will decide on the proper course of action; all other community members should act in accordance with the Director's decision.
- The Director, with the Summer Coordinator and CD(s) as needed, will talk with the participant(s) in question.
- The participant needs to understand their role in the community and what behaviors are required of them.
- The Director reserves the right to expel any participant from the Workshop should their behavior be sufficiently threatening.

Child Supervision at Apple Hill

- Due to concerns of safety on or around the Apple Hill campus, especially in regards to Apple Hill Road, children under 10 years of age must be accompanied by a parent or an appointed adult at all times.
- Children are not allowed to play in Rehearsal or Concert facilities during coaching times and must be accompanied by a parent or an appointed adult when using these facilities after coaching hours.
- Children must be cleaned up at all times.

- The use of writing utensils such as markers, crayons, or washable drawing chalks, is prohibited on all Apple Hill building facilities including the porch, deck, and picnic table surfaces.

Parking

- All camp participants must park in the upper parking lot. The lower lots are for the staff and AHCCM vehicles.
- Due to fire regulations, no parking along the Apple Hill road or next to the cabins except for loading/unloading.
- On Tuesday evening concert nights, all participants, staff, and faculty will park in the upper parking lot.
- Speed limit on Apple Hill road is 25 miles per hour.

Pets

- AHCCM does not allow dogs or any other pets on the grounds.

Instrument Storage

- Please store all instruments and music in the rehearsal barn closets and cubbies.
- Please keep the grounds and common areas of AHCCM – the Rehearsal and Concert Barns, winter room, reading lounge, library, gazebo – clear of personal items.

Food

- Food will be provided in between sessions and after hours.
- Please clean up after yourself when finished eating.
- No food is allowed in the cabins.

Offices and equipment

- The farmhouse offices are for staff use only.
- The office phones are for staff only.
- The copy machines and computer printers are to be used with staff permission.
- A computer will be provided for email use. Please limit use to 15 minutes.

Sugar House Rules

- The sugarhouse will be used for Apple Hill Staff, Guest Artist Faculty, and Adult Participants. Priority will be given to Guest Artist Faculty and Staff during the summer.
- It is expected that individuals will clean the sugarhouse common areas on a daily basis- especially after Tuesday night Faculty Concerts and Saturday night Participant Concerts.
- The Sugar House will close nightly at 12:00 am with the exception of Tuesday night Faculty Concerts (2:00 am closing) and Saturday night Participant Concerts (1:00 am closing).

Infirmary

- The infirmary is for health care and emergencies on a 24-hour daily basis. Please refrain from using it for practicing, rehearsing, or sleeping.

Farmhouse Lounge

- The lounge in the farmhouse is a 24-hour, music free space for reading, meetings, and social gatherings. Please take naps in your cabin.

Hoffman Auditorium

- This year-round building will be used for gatherings and ping pong.

Library

- The music library is open at all times.
- Please follow the procedures posted on the library wall for checking out music.
- If music is borrowed, please sign out and take the entire folder and not just individual parts.
- When returning music, please sign it in.
- Please refrain from photo copying any music.

Master Class policy

- Master classes will be held on the Thursday evening of each session, from 8:00-9:30 (no later than 9:45 end).
- Master classes will be held for each instrument group represented on faculty.
- At the beginning of each class, faculty will assess how many people will be playing in order to gauge the time needed for each participant. If there are additional rooms available, master classes can be split into smaller groups in the case of multiple faculty members and a large number of participants wishing to play.

Guests

Overnight

- Participants may not have overnight guests; there are no cabin facilities available.
- Friends and family are encouraged to book hotels, inns, or B&Bs in the region.
- With sufficient notice, off-campus housing with AH neighbors may also be available.
- Faculty may have overnight guests, provided there is space available. Faculty must contact the Summer Coordinator in advance to make arrangements. (See the child supervision policy if applicable.)

Meals

- Participants are welcome to invite friends and family to meals.
- The Summer Coordinator must be contacted in advance in order to notify kitchen staff.
- All guests are responsible for the cost of their meals (\$10/dinner, \$8/lunch, \$6/breakfast).

Bridge

Bridge meal schedule

- There will be three meals provided each day.
- Summer Coordinator, Director, and Head Chef will establish and post a meal schedule.
- Participants who are inviting guests or missing meals will notify the Summer Coordinator, who will notify the chefs of the correct meal count.

Bridge Work Schedule

- The SC/CD will set a schedule at the beginning of bridge establishing work hours for CWs.
- Non-CW participants will have a schedule for practicing, crew, Keene trips, and free time.

Bridge Fee

- Participants attending one session and need to stay during the bridge between sessions will be charged \$50 per day.
- Please notify the Camp Directors of your intention to stay during the bridge along with the number of days and meals.

Keyboard Instruments

- Please keep all pianos and harpsichords closed and covered when not in use.

Conservation and Recycling

- Please conserve energy by turning off all lights when leaving any room or cabin.
- Please use the recycle bins for trash.
- Please use the compost after meals. Meat, fish, dairy, and citrus cannot go in the compost but placed in the trash.
- Please conserve water – take short showers and make sure all water faucets are turned off completely. Please report any leaks to the Camp Directors.

Announcements

All participants and faculty are asked to be present at announcement after meals and performances.

Evening activities:

- Soccer most days at 5pm
- Open rehearsals/lectures Sunday evening
- Ping Pong contest with faculty and participants
- Tuesday night dance/social after Faculty Concert
- Thursday master class and evening seminars
- Friday night skits

ADDITIONAL INFORMATION

Clothing and equipment

- Bring appropriate informal concert clothes, bedding, a flashlight, insect repellent, athletic clothes and footwear.
- The weather here is unpredictable, please be prepared for warm, wet, or cooler weather.
- Bring rain gear, warm blankets, sweaters/sweatshirts