

# Apple Hill Center *for* Chamber Music

Leonard Matczynski and the Apple Hill String Quartet, Artistic Directors

## SUMMER CHAMBER MUSIC WORKSHOP POLICIES

*Abbreviations used: Apple Hill Center for Chamber Music=AHCCM, Executive Director=ED, Summer Workshop Administrative Director=SWAD, Session Music Director=SMD, Camp Director=CD, Counselor Worker=CW*

### **The Three Values of Apple Hill**

1. Everyone is accepted
2. Everyone has an expressive voice
3. Everyone deserves to be encouraged and supported equally

### **General**

- Alcoholic beverages may not be consumed by students under 21, CDs, or CWs at any time during the session or bridges, either on-campus or off-campus.
- No students, faculty, or staff may consume illegal drugs.
- No smoking or lighted flames in AHCCM building. Smoking is allowed outside next to the recycling shed/dumpsters. No one under age 18 may purchase or use tobacco products.
- Swimming for those under the age of 18 may occur only in the company of a CD or CW.
- All activities are to be authorized and organized in advance with the Camp Directors.
- Students and faculty must attend all meals and after-meal announcements.
- Guns and other weapons are not permitted on the Apple Hill campus at any time.
- Fireworks are not permitted on the Apple Hill campus.

### **Schedule**

**Coachings.** Students and faculty must attend all their scheduled coachings.

- Period 1: 8:45 am--10:15 am
- Period 2: 10:30 am--12:00 pm
- Period 3: 1:30 pm--3:00 pm
- Period 4: 3:15 pm--4:45 pm

#### **Meals:**

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

### **Cabins and Curfews**

Curfews are established and enforced at Apple Hill so that students—including CDs and CWs—can be well-rested and productive during coachings, concerts, and activities.

- Everyone is required to sleep in their assigned cabin. Public buildings, Rehearsal and Concert Barns, Hoffman Auditorium, Sugar House, and Farmhouse are off limits for overnight sleeping.
- All activities will stop by midnight. CDs will start shutting down the rehearsal barn, etc, around 11:30 and CWs will remind students that the curfew is approaching.
- The Winter Rehearsal Room and Farmhouse lounge are available for quiet late-night activities for those over age 18. The Sugar House will close at midnight.
- All students under age 18 will be in their cabins with the lights out by 12:00am. CWs will accompany students to their cabins and ensure a quiet sleeping environment.

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- The Tuesday and Saturday dances will stop at 12:30am and students under age 18 will be in their cabins with the lights out by 1:00am. The sugarhouse will close at 1:00am.
- Curfews are not at the discretion of the CDs, CWs, or faculty, and activities will be planned in order to accommodate curfews. Students who disregard the curfews will 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**

Apple Hill prioritizes the safety and well-being of all our students and faculty.

- CDs, CWs, and any other drivers will drive safely, carefully, and responsibly - (10-20mph) on Apple Hill Road, will not text or use any handheld devices while driving, will ensure that all passengers are wearing seat belts, and will follow all speed limits and other NH state driving laws.
- Students under the age of 18 may be transported only in AHCCM vehicles by licensed, AH-approved drivers over the age of 21.
- Only CDs, CWs, and designated AHCCM staff who are over age 21, have a valid driver's license, and are approved by the ED and SWAD are authorized to drive the AHCCM vans. All drivers must have their drivers' licenses submitted to the Apple Hill insurance company before driving a vehicle.
- Seat belts must be worn at all times in AHCCM vehicles.
- Speed limit on Apple Hill road is 25 miles per hour. But in many spots, 15mph is safest.
- CD and CW drivers are available to pick up or drop off students and faculty arriving in Concord, NH, Brattleboro, VT, or Keene, NH after 8am or before 11pm.

## **Behavior**

We want everyone at Apple Hill to enjoy their time here and have a productive and safe experience. To that end, all students and faculty should treat each other with respect.

- The following behaviors are in violation of Apple Hill policies: illegal behavior; verbal or physical bullying; sexual harassment/assault; acts of violence; or 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: students report to CWs; CWs report to CDs; CDs and faculty report to either the SWAD or ED; SWAD reports to ED.
- The ED will decide on the proper course of action; all other community members should act in accordance with the Director's decision.
- The ED, with the SWAD and CD(s) as needed, will talk with the student(s) in question. The student needs to understand their role in the community and what behaviors are required of them.
- The ED reserves the right to expel any student from the Workshop should their behavior be sufficiently threatening.

## **Supervision of Minors at Apple Hill**

- Students under age 18 will be accompanied by a CD or CW anytime they leave campus.
- 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.

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- 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.
- 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.
- Parents are responsible for cleaning up after their children and preventing any damage to the Apple Hill facilities or property.

## **Parking**

- Students and faculty staying on campus will park in the upper parking lot. The lower lots are for commuters and anyone requiring accessible parking.
- 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 students, staff, and faculty will park in the upper parking lot.
- The parking area next to the Sugar House is reserved for kitchen staff only.

## **Pets**

- Dogs or any other pets are not allowed 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**

- Apple Hill maintains a nut-free campus. Students, faculty, and staff should not bring any nuts or food containing nuts on campus.
- Apple Hill provides snacks in between meals.
- To help prevent infestations of insects and wildlife in the main buildings and cabins, students, faculty, and staff must do the following:
  - Please clean up after yourself when finished eating.
  - No food whatsoever is allowed in the cabins.
  - Any snacks brought by students or faculty must be stored in the designated bins in the breezeway. No food can be stored in the kitchenette or anywhere else on campus.

## **Staff Offices, Phones, Computers, and Copiers**

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

## **Sugar House**

- The sugarhouse is available for Apple Hill staff, faculty, and students over age 21 to use during their free time.
- Anyone who uses the Sugar House should clean it on a daily basis.
- The Sugar House is the designated storage area for student\* and faculty alcoholic beverages.  
\*students over age 21 who are not CDs or CWs.

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- The Sugar House will close nightly at 12:00 am with the exception of Tuesday night Faculty Concerts and Saturday night Student Concerts (1:00 am closing).
- The Sugar House cannot be used for cooking or sleeping.

## **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 in the library 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.
- Student pianists will not accompany performers in other instrumental master classes.
- At the beginning of each class, faculty will assess how many people will be playing in order to gauge the time needed for each student. 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 students wishing to play.

## **Guests**

- Apple Hill's campus is not open to the public during the session, except during Tuesday night and student concerts and the meals preceding them. Students and faculty may not have guests on campus during other times, including meals, coachings, or activities.

## ***Overnight Guests***

- Students may not have overnight guests; there are no cabin facilities available.
- Faculty may have overnight guests, provided there is space available. Faculty must contact the SWAD in advance to make arrangements. (See the child supervision policy if applicable.)

## ***Meals***

- Students are welcome to invite friends and family to pre-concert meals: Tuesday faculty concert dinner, final student concert Saturday dinner, and final student concert Sunday lunch.
- The Summer Workshop Administrative Director must be contacted in advance in order to notify kitchen staff.
- All guests are responsible for the cost of their meals (\$15/dinner, \$10/lunch, \$6/breakfast).

## **Bridge**

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- There will be three meals provided each day.
- Counselor Workers and Camp Directors will continue to supervise students under age 18.
- The SWAD/CDs will set a schedule at the beginning of bridge establishing work hours for CWs.
- Non-CW students will have a schedule for practicing, crew, Keene trips, and free time.
- Room and board for the bridge week is \$50 per day.
- Please notify the SWAD and CDs 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 compost for food waste. Meat, fish, dairy, and citrus cannot go in the compost.
- The air conditioning in the rehearsal barn and Hoffman Auditorium are pre-set; please do not adjust the temperature.
- AHCCM relies on a well for water, so it's important to conserve water so that the well doesn't run dry. Take short showers and make sure all water faucets are turned off completely. Please report any leaks to the Facilities Manager.

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