Recital Receptions

Receptions after recitals are part of the culture here at the Hartt School and with Berkman and the surrounding hallway being renovated we should all be aware of some changes so that we may continue having receptions.

If a recital is in Berkman and reception in planned, we need to maintain a free flow of traffic in and around the exterior entrances surrounding the Main Entrance to Berkman. Receptions after recitals in the Berkman Recital Hall are to be in the following locations with some reasonable limitations.

1. Next to room 127 (one table is permitted)
2. Lower Millard Lobby (two tables are permitted)

Also if a room is available it may be scheduled to use for a reception. Suggested rooms are 342, 343, 410/412, and 201.

For all receptions, regardless of location, we are asking these reasonable expectations of all our faculty, staff, and students.

- Inform Hartt Operations Staff that you are planning a reception and the location; Hartt Operations can then provide a trash receptacle for your use if one is not present in that location.

- Please remove all trash from the area of your reception. A dumpster is located outside the Hartt School; it is located by the exterior door on the first floor next to room 138. If you need additional garbage bags please make arrangements with Hartt Operations before your reception takes place.

- Left over liquids in cups/glasses should be poured down a sink before putting cups in the trash. Liquid spills on hard surface flooring should also be cleaned. If a spill occurs on a carpet that is other than water, the spill should be reported immediately to Hartt Operations so that Facilities can be notified to extract the carpet.

Please inform your faculty, staff, and students about these changes. If the reception is not properly cleaned the department or individual will be charged the direct cost of custodial services.

Thank you for your assistance so we can continue with this tradition and keep The Hartt School clean.

Leonard Bretton
Hartt Facilities Manager