New to Casa musica? Everything you need to know!

1. Activation

Before making your first booking, your chip card (student ID card) must be activated for Casa musica. It usually takes a few business days for the card to be activated. Once successful, you will be notified via email. Please note that the card is only activated for the current semester and must be reactivated for the following semester.

2. Customer number

Once the activation step is complete, the pleasant part begins: booking a room. You now have a customer number in our booking system. Please use this number for future bookings.

3. Casa musica

Once you have found and booked a suitable time and room, nothing stands in the way of making music at Casa musica. Please keep the following points in mind for your first visit:

• Access via your card is only possible through the side entrance by the parking lot. That is the only location with a card reader (located beneath the doorbell panel).

• You must hold your card against the reader, even if the door is already open. The reason for this is that the chip in your card is updated with room access information at that moment. If this information is missing from the chip, you will be able to enter the building but not access the rooms upstairs.

• For the practice rooms, hold your card against the door knob. Once a green light appears, you can unlock and open the door by turning the knob.

• You must lock the room again after use. This also requires your card: hold the card against the knob and turn it until the door is locked.

• You can leave the building through any exit; a specific check-out procedure is not required.

4. Other important points

• Please let us know if anything is amiss. Please let us know if you encounter any issues with the pianos (e.g., detuning, broken strings, loose grand piano lid hinges, sticking keys). This allows us to resolve the problems as quickly as possible.

• In the large rehearsal hall, the two light switches must not be turned on simultaneously, or the fuse will blow. The fuse box is located behind the doorway leading to the stairwell.

• Please always use our booking system to reserve the rooms. You can make a confirmed booking using your customer number; this also allows for spontaneous use.

• We are delighted that you use the rooms at Casa musica for making music and practicing. However, please bear in mind that other users may be present at the same time as you. Please be mindful of the volume level. For this reason, the use of amplifiers, band rehearsals, drum kits, and similar equipment is unfortunately not permitted.

• The orchestra room is available ONLY to active members of the University Orchestra or University Choir. Please do not book this room if you are not a member; you can not open the door with your card.