



北京市房山区诺德安达学校琴房使用制度

Instrument Practice Room Management Regulations

at Nord Anglia School Beijing, Fangshan

琴房是学生练琴的场所，为保障良好的环境和正常的秩序，规范管理，特制定以下条例，希望琴房使用者严格遵守：

The instrument practice room is where students practice instrument. In order to ensure a good environment and normal order and standardize management, the following regulations are specifically formulated and shall be strictly observed by all users of the room:

1. 学生须提前在宿舍老师处预约，按规定时间在琴房内练琴，期间须服从宿舍老师安排，保持安静，不得大声喧哗，嬉戏打闹，不得扰乱正常的琴房管理秩序。

Students must make appointment with the housemaster in advance and practice instrument in the practice room within specified time periods. During practice, students must obey the arrangement of the housemaster. Making loud noises or romping noisily, or any other behaviors that may disturb the normal management of the instrument practice room shall not be allowed.

2. 练琴期间琴房只允许一位同学使用，不准多人聚集在琴房内，不可由其他同学陪同进入琴房。

The room can only be occupied by one student for each time. Please do not gather in the room, and please do not practice in the company of others.

3. 在琴房练琴时，如发现乐器损坏，须及时向宿舍老师报告。

If a student finds any damage to the musical instruments in the room, please report it to the housemaster in time.



4. 练琴时禁止长时间离开，禁止因上课、外出等原因空占琴房。

When using the practice room, students shall not leave the room for a long time, and shall not reserve the room without being there for reasons such as attending class or going out.

5. 养成良好的练琴习惯，爱护钢琴，保持钢琴清洁卫生，禁止带任何食品或饮料进入琴房，不准在钢琴上旋转水杯等重物。

Students shall develop good habits when practice instrument, taking care of the piano and other instrument and keeping the instrument clean. Food or drinks are not allowed in the room, and rotating heavy objects such as water glasses on the piano is strictly prohibited.

6. 使用琴房期间要爱护琴房内一切设施，禁止在琴房内使用电器、明火或私拉电线、乱接开关等行为。

Please take good care of all the facilities in the instrument practice room. Electrical appliances or open flames are strictly prohibited, and electric wires or sockets can only be connected with permission.

7. 学生个人物品如乐器、书籍等不要放在琴房内，以防丢失或损坏。

Students shall not leave their personal belongings such as musical instruments and books in the piano room in case of any loss or damage.

8. 练琴完毕后请将琴盖盖好，琴凳归位，离开时须关窗、关灯、锁门。

Please cover the keyboard and put the piano stool to its original position when finishing the practice, and close the window, turn off the lights and lock the door when leaving the piano room.

本制度自发布之日起执行，希望同学们积极配合。

These regulations shall be implemented from the date of release. Your cooperation is very much appreciated.