PURPOSE: To regulate the usage of the pianos in the Harper Center for Student Life and Learning which will allow availability for entertainment at scheduled events; establish usage and damage fees to assist in the maintenance of the pianos; and afford guests the opportunity to practice on and play each unit.

SOURCE: Harper Center for Student Life and Learning Administration

POLICY: A grand piano is available for use in the Harper Center for Student Life and Learning Ahmanson ballroom/galleria as outlined in the purpose statement of this policy and on a first come, first served basis. The piano will be in the foyer outside the Ahmanson Ballroom. While not being used for a reserved event the piano is available for open use.

An upright piano is available for use in the music practice room on the first floor. The music practice rooms can be used on a first come first served basis; keys to the rooms can be checked out at the Welcome Center

The following guidelines will apply to piano use.

- The piano will be tuned on a regular six month cycle.
- If a client wishes to underwrite a special tuning of the piano, the cost will be charged back to the client. Any such request must be made three weeks prior to the event.
- If the piano is moved after a tuning session there will be no guarantee that the unit will stay in tune.
- Nothing is to be set on the piano without permission of the Harper Center for Student Life and Learning staff.
- Damage which is noted after use by a client reserving the piano, or a guest playing it during open times, will be charged back to the respective individual or group at the rate of repair plus 20% administrative fee.