

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Equipment			NO. 5.3		
ISSUED May 1989	REV. March 1994	REV. March 11, 2008	REV.	REV.	REV.
POLICY Piano Usage			PAGE 1 OF 1		

PURPOSE: To regulate the usage of two pianos in the Skutt Student Center which will allow their 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: Skutt Student Center Advisory Board

POLICY: Two pianos are available for use in the Skutt Student Center as outlined in the purpose statement of this policy and on a first come, first served basis. Between times when not reserved for a customers use the spinet piano will be kept in the first level foyer adjacent to the passenger elevator. The small grand piano will be in the northeast corner of the Fireplace Lounge. While not being used for a reserved event the pianos are available for open use.

The following guidelines will apply to piano use.

- The pianos will be tuned on a regular three-month cycle.
- If a client wishes to underwrite a special tuning of either piano the fee will be \$75.00 per unit and the request must be made three weeks prior to the event.
- If a 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 pianos without permission of the Skutt Student Center administrative staff.
- Damage, which is noted after use by a client reserving a piano or a guest playing one during open times, will be charged back to the respective individual or group at the rate of repair plus 20% administrative fee.

Signature/Date
 Skutt Student Center Advisory Board Member

Signature/Date
 Vice President for Student Services or
 Designated Representative