

**FACILITY POLICY**  
**V. J. and Angela Skutt Student Center**  
**Harper Center for Student Life and Learning**

SECTION Facility Information			NO. 2.9		
ISSUED May 1989	REV. March 1994	REV. March 11, 2008	REV. January 2011	REV. May 2011	REV.
POLICY Piano Usage			PAGE            OF 1            2		

**PURPOSE:** To regulate the usage of two pianos in both the Skutt Student Center and Harper Center for Student Life and Learning 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 and Harper Center for Student Life and Learning Administration

**POLICY:** Four pianos are available for use in both the Skutt Student Center and Harper 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 in the Skutt Student Center.
- The small grand piano will be in the northeast corner of the Fireplace Lounge in the Skutt Student Center.
- While not being used for a reserved event the pianos are available for open use.
- A grand piano is available for use in the Harper Center Ahmanson ballroom/galleria as outlined in the purpose statement of this policy and on a first come, first served basis.
- The piano will remain in the foyer outside the Ahmanson Ballroom unless permission has been received from the Reservations and Event Planning office to move the piano for an event.
- An upright piano is available for use in the music practice room on the first floor of the Harper Center for Student Life and Learning. 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 with the Reservations and Event Planning office three weeks prior to the event. (see policy 4.1)
- If the piano is moved after a tuning session there will be no guarantee that the unit will stay in tune.
- If a piano is not being used for a reserved event, than it is available for open use.

- Nothing is to be set on the piano without permission of the Skutt Student Center or 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.
- No piano usage will be permitted during Finals Week

See Policy 4.12 for additional piano tuning information.

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