



LINCOLN PUBLIC SCHOOLS
Lincoln, Massachusetts

USE OF STEINWAY PIANO AT BROOKS SCHOOL

Guidelines

The Undersigned person/organization agrees to abide by the following requirements when making use of the Steinway piano at Brooks School Auditorium:

- The key to the piano will be available from the custodian or school principal. It may not be taken from the building, but should be returned to the custodian's office (or school office) immediately after use. The piano must be covered and locked when not in use.
- Students using the piano may do so only when under direct supervision of a responsible adult.
- No food, drink, or other objects may be placed on the piano.
- No adjustments or tuning may be made without prior agreement from a Piano Overseer: Pip Moss, Brooks School (259-9408); Pam Rosen, Smith School (259-9404); or Stephanie Rolfe (home 259-9085). Work thus agreed may only be undertaken by an approved technician.
- If a user places a light on the music stand, this must be removed prior to closing and locking the instrument.
- The piano may be rolled across the auditorium floor on its dolly. A check should be made that the two locking wheels are free. The locks do not need to be engaged while the piano is on the auditorium floor. However, if the piano is on stage the wheels **MUST BE LOCKED** during play.
- The piano may be moved on or off stage **ONLY** by a professional moving company after approval by an Overseer. Such companies include Deathwish Inc., of Sudbury, and Allston Piano Moving Co. The user must pay all moving costs.
- Non-community or outside groups will be charged a \$10.00/hour rental fee for the use of the Steinway piano. This fee may be charged to individual Lincoln residents if the use is for personal or private reasons or if the use involves an admission fee or activity fee. This rental fee may be waived by the Superintendent of Schools or his/her designee. Groups or individuals who seek to have this rental fee waived must submit a request in writing to the Superintendent of Schools or his/her designee, explaining why the waiver should be granted.

The following person(s)/organization is authorized to use the Steinway Grand Piano in the Brooks Auditorium in connection with their reservation for the hall on Date: _____ Time: _____.

Person(s) who will be playing the piano:

As a condition of use, I take full responsibility and financial liability for any damage that may occur.

Signature of Person Who is Responsible

Name of Organization (if applicable)

Estimated Rental Fee (if applicable): \$ _____

Authorized by Brooks School Principal: _____ Date: _____
Signature

Voted at May 6, 1996 School Committee Meeting
Eliminated at School Committee Meeting of _____