

**University of Utah Piano Policies**  
**Piano and harpsichord use, maintenance and repair policies**  
**8/25/2016**

Use of Pianos

None of the concert instruments may be used for routine practice or teaching at anytime other than appropriately scheduled dress rehearsals for School of Music recitals. This includes Libby Concert Hall, Thompson Chamber Hall, Dumke Recital Hall and Fine Arts West Recital Hall (Chapel). Such unauthorized use causes unnecessary wear to an instrument, thus adding serious maintenance costs and possibly shortening its useable lifespan. Such misuse would therefore be in the same category as taking a university vehicle on a private trip.

All recital pianos and harpsichords should be locked and covered at all times when not being used. Nothing should be placed on top of the pianos that could scratch the finish. Great care should be taken when moving pianos and they should only be moved with the covers in place. Faculty or stage managers should supervise moving of instruments. Harpsichord moving should be left to the piano technician unless he is unavailable. Anyone needing to remove lids from the concert instruments should clear this with Claudia Horton, facilities coordinator. Because of liability to the individuals and the instruments, professionals must be hired for this purpose.

Libby Concert Hall

The 9-foot NY D Steinway in Libby is reserved for use by faculty and guest artists for concerts and recitals only. It is not available to outside groups for rentals.

The Hamburg Steinways in Libby are available for ensembles, student piano juries and faculty. There will be a fee charged to rent these instruments by outside groups. This fee will be used to maintain and tune the instruments.

Dumke Recital Hall

The new NY Steinway (high polish) in Dumke Recital Hall is reserved for faculty and student recitals. The Hamburg Steinway may be used for recitals and ensemble performances. The older NY Steinway is to be used for classwork and rehearsals. None of the three pianos will be used for routine practice by faculty or students. Faculty members should ensure that the pianos are covered and that all students have left the hall after classes or rehearsals before turning off the lights and closing and locking the doors.

Undergraduate students are limited to two 1.5-hour dress rehearsals within two weeks of their recital. Graduate students are limited to two 2-hour dress rehearsals within two weeks of their recital. (On a space available basis.)

Thompson Chamber Hall

The Steinway pianos in this hall are used for performances. They may not be used

for routine practicing or private lessons. The sound from this hall bleeds through into offices on the fourth floor as well as those on the second, making practice in this hall additionally problematic for faculty members.

#### FAW Recital Hall (Chapel)

The 9-foot NY D Steinway in the Chapel is for recital and concert use. It may not be used for private lessons. When the hall is used for lessons, they are to be taught on the 7-foot Steinway or the 9-foot Bosendorfer. No piano in the hall is to be used for routine practicing.

#### Piano Service

Only the authorized Steinway technician may work on the piano inventory. All non-emergency work such as: repairing, voicing and regulating of the concert instruments and piano studio instruments, must be approved in advance by the piano faculty. In case of a piano needing immediate attention, every effort should be made to seek approval from a piano faculty member before work is done.

#### Harpsichord Service

Only the authorized harpsichord technician may work on the harpsichords except in similar emergencies as listed above.

#### Food and Drink

Pianos and harpsichords are vulnerable to damage from liquids. One spill can easily cause thousands of dollars of damage. Therefore, to avoid accidents, never set beverage containers on any piano or harpsichord! In case of a spill contact the School of Music office immediately. The quicker the instrument is dried out, the less long-term damage will be done. No food or drink is allowed in the concert halls or practice rooms.

#### Covers

Some pianos and harpsichords have covers. Please use them! The front portion of the cover can be folded out of the way. Do not throw covers on the floor.

#### Repairs

Pianos and harpsichords are repaired on an as needed basis. However, our piano technician can only make repairs if he is informed. Small problems can escalate to big problems if not reported. Report problems to Claudia Horton, facilities coordinator in the music office.

#### Clean hands

We encourage all performers to wash their hands before playing any piano or harpsichord. Germs are easily spread and hand lotions and dirt make the keys sticky.