

PIANO USE POLICY

The Baldwin grand piano was purchased and presented to the Reading Public Library entirely through private donations raised by the Friends of the Library. The intent of the donors was to facilitate musical programs for the community featuring professional, quasi-professional, or amateur musicians at the discretion of the Library Trustees and staff.

However, in accepting and thereby assuming responsibility for the piano, the Board of Trustees takes a position that such a sensitive instrument cannot be made available on a day-to-day basis for casual play, nor can it be made available for general practice.

Like all activities conducted in our Community Room, these performances shall be of a non-profit nature and no fees may be charged for attendance. The sponsoring group or performing artist is responsible for related room fees (see Meeting Room Policy) and the cost of piano tuning required for the event. The library will provide a quote for the tuning upon scheduling of the program.

Whenever possible, proposals for use of the piano should be submitted to the Library Director at least one month prior to the requested date. Such proposals shall include all pertinent program information. A sponsoring group must be prepared to pay supplemental custodial fees in the event that a program runs outside of normal library operating hours.

All requests are subject to review and approval of the Board of Library Trustees.

Adopted: June 1998
Amended: January 2017

PIANO USE REQUEST

Date and time requested: _____

Sponsor / Event

Organizer _____

Address _____

Telephone _____

Email _____

Community Room reserved Y / N

Rental fee paid? Y / N

Performing artist(s) (include additional musicians and/or vocalists, if any):

Suggested program:

Will you be serving refreshments?

Who is handling publicity for this event?

Additional information:

I agree to pay for all room rental fees and any piano tuning as needed. I have also read and agree to abide by the Meeting Room Policy as approved by the Board of Library Trustees.

Signature

Date

Library Director

OR

Board of Trustees