

**Guidelines for Use of Pianos in Comey Recital Hall**

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1. STUDENTS WILL TREAT THE PIANOS WITH THE UTMOST CARE. NO FOOD OR DRINK MAY BE NEAR THE INSTRUMENTS. DO NOT PUT ANYTHING EXCEPT MUSIC ON THE PIANOS.
2. Students may use the pianos in Comey Recital Hall to rehearse for their senior recitals beginning the week prior to their recital.
3. Students must schedule practice time through the Music Office.
4. The amount of time allotted to each student is negotiable, but less than 10 hours, especially during peak recital times, such as the end of the semester, is preferred.
5. The music office scheduling coordinator will issue a key to open the locked piano at the beginning of each practice session. After the practice session, the piano must be locked by the student and the key immediately returned to the scheduling coordinator. If you would like to schedule practice time after 3pm or on the weekends, responsibility for the key will be discussed on a case by case basis.
6. Please report any damage or problems with either piano to the Music office immediately, so that the instrument can be repaired.

Date of Senior Recital \_\_\_\_\_

I understand and agree to abide by the rules for the use of the pianos in Comey Recital Hall.

\_\_\_\_\_  
Student

Date: \_\_\_\_\_

\_\_\_\_\_  
Permission of Applied Instructor

Date: \_\_\_\_\_