

Monash University
Sir Zelman Cowen School of Music

Steinway Piano Request Form

1. Book rehearsal time in Auditorium
2. Fill out all details up to and including your signature
3. Take the form to either Tamara Smolyar, Kenji Fujimura or Robert Burke for approval and return to the Resources Office (201, Level 2)

| | | |
|---|-------|-----|
| Name: | | |
| Staff / Student ID: | | |
| Contact Number: | | |
| Degree: | | |
| Nature of Usage (Rehearsal, practice, recital, etc) | | |
| Date Required: | | |
| Time Required: | From: | To: |
| Signed (Requestor): | | |
| Request Approved by: | | |
| Approval Signed: | | |
| Dated | | |

Please note: Use of the piano is conditional on:

1. Utmost care must be exercised with its usage
2. No food or drink anywhere near the piano
3. Must be properly put away after use and locked
4. Key to be returned to the Resources Office after use
5. Used only by the person(s) listed here

Steinway Piano Usage

First Year Piano Students Under class supervision only

The following do not require staff supervision:

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|--------------------------------|--|
| (a) Second Year Piano Students | Recitals only with 1 hour rehearsal time |
| (b) Third Year Piano Students | Recitals only with 1 hour rehearsal time |
| (c) Honours Piano Students | Recitals only with 1.5 hours rehearsal time |
| (d) Masters Piano Students | Recitals only with 2.0 hours rehearsal time |
| (e) Masters non-Piano Students | Recitals only with professional accompaniment (1 hour rehearsal time) <i>Note: Non-Monash staff are not permitted unsupervised access after hours which is after 6pm weekdays and all weekend</i> |
| (f) School of Music Concerts | Authorisation by piano and/or event management staff required |

Staff Usage:

- (a) Rehearsals and concerts involving School of Music staff
- (b) Rehearsals and concerts given for the School of Music by visiting artists
- (c) Piano Workshop class (2 hours – Friday afternoon)

External Usage and/or Hire:

The Steinway is only available for School of Music activity as per the arrangements outlined above and is not available for external use and/or hire.

Note:

All Steinway usage has to be requested beforehand, either through the event management process or on the Piano Request Form, and is conditional on approval being granted by the Keyboard Coordinator. The Piano Request forms are available from the Resources Office (201) and must be returned, filled in, to the Resources Office (201) in office hours.

Any other required usage than that listed above can only occur as a special request, initially submitted on the Piano Request Form and is subject to prior approval being granted with possible conditions being set by the Keyboard Coordinator.