



UNIVERSITY OF  
**CENTRAL**  
**ARKANSAS™**

COLLEGE OF FINE ARTS  
& COMMUNICATION  
MUSIC

### AGREEMENT FOR USE OF MUSICAL INSTRUMENTS

Name:

Today's Date:

Address:

E-mail Address:

Phone:

UCA Student or Faculty (please circle):    Yes    No

Requests use of: [ ] Grand piano in McCastlain Hall - \$100

Purpose or event:

Room Number or Name:

Day(s):

Time(s):

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All users will be responsible for proper use and care of the instruments. By signing below the user acknowledges reading the instrument use policies and agrees to abide by them.

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Signature of Responsible Party

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Date

Please contact the Department of Music to make payment arrangements at 450-5750.  
Make checks payable to UCA Foundation (Friends of Music account).



STEINWAY & SONS

## **PIANO USE GUIDELINES**

**taken in part from Steinway & Sons  
"Basic Guidelines for the Proper Care of Your Steinway-Designed Piano)**

- Instruments are not to be removed from the building. Pianos and benches should be moved from one area to another only with proper help by trained UCA personnel.
- Pianos should be covered and stored when not in use.
- Keep the piano lid clear and clean at all times. Food, drink, coats, instrument cases, etc. can cause damage and do not belong on the piano.
- Pen and pencil marks can scratch the finish. Never write on paper that has direct contact with the piano. Certainly, never write on the surface of the piano! Never sit or stand on the lid of the piano.
- Never take the piano apart or touch the inside areas. Oil from skin causes deterioration and damage.
- When cleaning, use a soft, clean cloth.
- Report any damage or necessary repairs immediately.
- Necessary tuning is coordinated through the Department of Music at UCA. Tuning is completed at the discretion of the Department of Music.