



Friends of the Bridgewater Library

Piano Policies and Procedures

1. The piano at the Bridgewater Library belongs to the Friends of the Bridgewater Library. With approval, an independent piano teacher who belongs to the Somerset County Library System may use the piano for non-profit recitals.
 2. The teacher will pay a \$100.00 fee per recital, **payable to the Friends of the Bridgewater Library**. This fee must be received by the library before the recital date can be confirmed. The fee is used for maintenance and upkeep of the piano and for Friends' music programs. If the recital is not held the fee will be refunded.
 3. The piano is tuned a minimum of three times a year regardless of whether or not it is played.
 - When the piano is used for a Friends' *concert*, the piano *is tuned* specifically for that event, as close to the program as possible. No recitals or other use of the piano are permitted between tuning and a Friends' concert.
 - When the piano is used for a *recital* coordinated by an independent piano teacher, the piano *is not tuned* specifically for that event. The Friends consider the routine maintenance schedule described above to be adequate for such amateur programs.
 - A teacher may request special tuning for his or her event. In such cases the teacher pays the *extra* tuning fee *in addition to* the Friends' standard \$100.00 fee. The Friends will choose the tuner and schedule the time of tuning.
 4. The teacher assumes responsibility for any damage to the piano incurred while it is in his or her care.
 5. This document does not constitute a promise or guarantee by The Friends of the Bridgewater Library. While the Friends will try to adhere as closely and as fairly as possible to the policies and procedures described herein, the Friends reserve the right to deviate from them as they deem necessary and appropriate.
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I agree to the conditions of the Friends of the Bridgewater Library Piano Policies and Procedures.

Signature

Date

Recital Date

Recital Time

Please complete this form and return it to the Bridgewater Library, or mail it to Bridgewater Library; PO Box 6700; Bridgewater NJ 08807; Attn: Samantha Gale