

Request for use of performance pianos in Houlihan-McLean Aula

Requesting group or individual: _____

Description of activity: _____

_____ University activity _____ Non-University activity

Date(s) requested: _____

Starting time: _____ Ending time: _____

Submitted by: _____

Address: _____

Day phone: _____ Evening phone: _____

Signature: _____

This request form must be completed and submitted to Cheryl Y. Boga, Conductor of Bands & Choirs as soon as possible (at **least** two weeks in advance of the event). You will receive an “approval for use” confirmation via return mail when your request has been approved, and should retain it for your event file. Maintenance of the designated building will also receive a copy. (Maintenance personnel will not unlock the instruments for use at an event unless they have a copy of the “approval for use” for the instrument.) Pianos are maintenance tuned once in the early part of each semester. If you desire an event specific tuning, please arrange for the tuning and the billing to your organization by our designated tuner – Joseph D’Alessandro (655-0414). (Mr. D’Alessandro is the only technician authorized to perform tunings or maintenance work on these instruments.) **Please remember that request for use of the facility is a separate process – please contact Madonna Savage at 941-7952 to request approval for use of the facility before submitting this form if you have not already done so.**

APPROVED: _____

Cheryl Y. Boga, Conductor of Bands & Choirs