

Piano Use Policy
Jackson County Arts Council/Jackson County Library Complex

The piano, a Samick SIG-61, was purchased by the Jackson County Arts Council for use in the Community Room, located in the Jackson County Public Library Complex. The piano will provide opportunities for performances, concerts, master classes and many other kinds of musical presentations. The piano maintenance will be the responsibility of the Jackson County Arts Council. The piano is not available for private or group lessons or practice on an ongoing basis.

Guidelines for use of the piano:

1. A three-week notice should be given regarding the use of the piano. This is to ensure the piano is tuned and performance ready. The piano may be reserved by contacting the Jackson County Public Library, front circulation desk.
2. Performers under the age of 18 are required to have signed permission from a parent/guardian. All approved performers must check in at the main circulation desk of the Jackson County Public Library to obtain the key.
3. Only Library or JCAC personnel may move the piano and it is the artist's responsibility to arrange with staff to ensure piano set-up for performances.
4. Performers will treat the piano with care, as they are liable for any damage to the instrument during usage.
5. All food, drink, flowers or floral arrangements with water are prohibited on the piano. Nothing heavy should be placed on the piano.
6. A \$25 usage fee will be charged to help offset the cost of maintenance. Payment may be made either by cash or check and must be paid prior to the performance. (This fee may be waived for non-profit organizations, at the discretion of the Jackson County Arts Council.)

Donations for the maintenance and care of the piano are welcome. Checks may be made out to the Jackson County Arts Council and designation to the "piano maintenance fund" on the memo line.

Piano Use Agreement

By signing the following document, you agree to follow all listed policies and understand any damage to the instrument while in your care becomes your responsibility. The performer/representing organization also understands they are responsible for the payment of the \$25 usage fee to the Jackson County Arts Council, prior to the performance.

The piano key MUST be returned to the Library Circulation desk following use.

Performer/Representing Organization

Date

Library/JCAC Representative

Date

For Office Use:

Amount Pd.

Date Pd.

_____ CASH

_____ CHECK CHECK # _____