

UNI S.O.M. HARPSICHORD RESERVATION AND USE POLICIES

In order to avoid scheduling conflicts and to ensure the instrument is in the best possible condition for use, the following policies will be strictly followed:

- **AVAILABILITY**
 - The harpsichord (a French style two-manual type) is available for use on School of Music scheduled events, including faculty recitals, selected student recitals (request must be made by the student's primary teacher), and orchestral or chamber music applications (request made by faculty conductor or coordinator). Only players approved by the piano faculty are allowed to use the harpsichord and such approval must be obtained prior to reserving the instrument. School of Music events have priority; non-S.O.M. use is subject to approval by the administration and the piano technician.
- **RESERVATION PROTOCOL**
 - Requests to use the harpsichord must be submitted via email to the S.O.M. Communications and Operations Coordinator (Caroline) a minimum of three weeks in advance of the performance date (later requests may be considered, but due to staff scheduling requirements and time availability cannot be guaranteed), and will be addressed on a first-come/first-served basis. While reasonable effort to accommodate requests will be made, due to moving and tuning restraints it cannot be guaranteed that the instrument will be available for use for rehearsal(s) in the recital venue. Scheduling rehearsals in Jebe Hall - where the instrument is stored when not in use - is possible; this should be done, as normally, through Caroline.
 - Requests from the piano faculty to make use of the instrument for pedagogical purposes should be made directly to the piano technician.
- **MOVING**
 - Moving of the instrument between rooms must be performed by personnel trained to do so. No exceptions.
 - Careful moving or repositioning of the instrument within one room or on stage is permissible. Make sure the locking casters are unlocked before you attempt to roll the instrument, and re-lock them when the instrument is in position.
- **FUNCTION**
 - The harpsichord will be tuned at A-440 and in equal temperament, unless otherwise specifically requested. The harpsichord also has a transposing keyboard so it may be used at either A-440 or Baroque pitch (A-415). Do not attempt to transpose the keyboard without specific permission and instructions from the piano technician, or damage may result.
 - Any questions about the tuning or function of the harpsichord should be addressed to the piano technician. Under no circumstances should anyone else attempt to tune, repair, or alter the instrument.