

# VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.org



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## Valley Cottage Library Piano Policy

As part of the Valley Cottage Library's mission to 'enhance the educational, artistic, professional, personal, and recreational needs and interests of the community', a grand piano is available in the Community Room to allow the Library to provide cultural programming to our community. Outside individuals and organizations may request use of the piano and need to complete our Meeting Room policy application as well as the Piano Use Agreement.

### **TERMS OF USE:**

- Piano events are scheduled according to the library's meeting room policy
- The piano is tuned for library-sponsored programs as close as possible to the event date. No recitals or other use of the piano are permitted between tuning the piano and a library-sponsored program.
- The piano event organizer assumes responsibility for any damage to the piano incurred during the event. Physical damage impacting the performance of the piano as well as cosmetic damage including scratches will incur an additional fee as determined by a repair estimate.

### **PIANO USE FEES (mandatory):**

- \$100 fee for use of piano by residents of the Nyack School District
- \$150 fee for use of piano by those residing outside of the Nyack School District

### **PIANO TUNING FEES (optional):**

- \$125 optional fee will be charged for persons who wish to have the piano tuned prior to their event. The piano tuner is contracted and arranged by the Library. Tuning by agents not selected by the Library is not permitted.

### **ROOM USE FEE (mandatory when applicable):**

- According to schedule of Meeting Room Use policy.

### **ROOM USE DEPOSIT (mandatory):**

- \$100 refundable damage deposit is required for all outside groups using the Library's meeting rooms in accordance with the Meeting Room Policy. *The check for damage deposit must be written as a separate check from the use fee check(s).*

## **PIANO HANDLING REQUIREMENTS:**

- The piano must remain with the keyboard cover locked when not in use.
- Only library personnel may move the piano.
- Sheet music is the only material permissible to be placed on the piano surface, even when it is covered.
- Professional musicians employed for a library-sponsored program shall be allowed to practice on the piano before a program to get a feel for the action and tone. Otherwise, the piano is not available for practicing or for piano lessons.
- Failure to abide by piano regulations may result in refusal of future piano use.

Adopted: March 31, 2005  
Revised: December 15, 2021

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## Piano Use Agreement

I agree to the following conditions:

- I have read the Valley Cottage Library Piano Policy and Meeting Room Policy and will abide by their terms and conditions.
- Attendees must abide by Library Code of Conduct while at the event.
- Event attendees must be directed to contact the event organizer for questions regarding the event. The library is unable to field questions regarding your event.
- Adequate adult supervision must be provided for children performing and/or attending the event.
- Only sheet music may be placed on the piano.

Check all that are applicable:

- I am a Nyack School District resident. \$100 is enclosed.
- I am not a Nyack School District resident. \$125 is enclosed.
- I would like the piano tuned before my event. \$125 is enclosed.

**Event details (please print)**

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**Event Date** **Event Time**

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**Name**

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**Street Address**

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**City, State, Zip**

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**Signature**