

UC SANTA BARBARA

Department of Music

Piano Policy

Revised January 15, 2019

General Policy

All pianos at the UCSB Music Department are intended solely for the use of Music Department faculty, staff, and currently registered UCSB Music students.

Pianos may be used for Music Department related activities only. Authorization is required by the Music Department Keyboard Committee and/or Keyboard Area Head for any other University related use. Examples of other use may be Music Department co-sponsored events such as master classes, guest presentations, auditions, privately booked events, alumni recording, extra-curricular student ensembles, etc. Exception to this policy is noted on Page 5 under Faculty Studio Pianos.

1. **Piano Lids:** Do not use the tops of pianos for bookcases, storage or sorting tables. In addition to the potential for damage, misusing the piano in this way makes the instruments more difficult and time-consuming to service.
2. **Food and Drink:** No food or drink is allowed on any keyboard instrument. Pianos and all keyboard instruments are very vulnerable to damage from liquids. One spill can easily cause thousands of dollars in damage. In case of a spill, contact the Piano Technician immediately. Keep keys, sharp or hard objects off the piano. Do not try to remove anything from inside the piano.
3. **Private Use:** Privately paid piano, instrumental, vocal or other instruction not related to the Music Department is prohibited.
4. **Improper Playing:** There is a fine line to be drawn between passionate musical expression and outright banging on a piano. Please use good judgment when playing above forte. Harsh playing is damaging to fine musical instruments.
5. **Extended Techniques and Prepared Piano:** There is a separate policy that covers this type of piano use. Please refer to that document [here](#). No preparations or extended techniques are allowed on the LLCH Hamburg, the GH 9' Steinway grand, the GH 7' Steinway grand or the 1219 Yamaha C3 grand.
6. **Piano Moving:** Under no circumstances are pianos or harpsichords to be moved within or out of the Music building, by students, faculty, or non-tech staff. Serious safety concerns exist regarding this practice. Only the Piano Technician, tech staff or professional piano movers are authorized to transport or move pianos. **NO EXCEPTIONS.** Please contact the Piano Technician when a piano or harpsichord move is needed.
7. **Lid Removal:** Removing a grand piano lid is not allowed. If a performance requires lid removal, please contact the Piano Technician before your performance for consideration. Under no other circumstances are lids to be removed.

Concert Instruments: Lotte Lehmann Concert Hall (LLCH), Geiringer Hall (GH), Room 1145, and Chamber Rehearsal Room 1219.

It is the policy that the concert instruments are not to be used for routine practice. A strict use policy is necessary to preserve our most important pianos. Faculty, students and guests want the very best instrument possible for their recitals and concerts. These instruments are what the public see and hear the most often when attending events in the building. Therefore, proper care and use is very important.

As a general rule, any unauthorized use or misuse of the concert instruments will result in a loss of concert piano privileges. This includes but is not limited to, unauthorized key duplication, loaning keys to others, a habit forming of throwing covers on the floor, leaving the pianos open and unlocked after use, and failure to return keys in a timely manner.

Covers: The concert instruments and the 1219 chamber rehearsal piano have covers. Please use them. When you remove the cover to use the piano, put the cover in a clean location. The floor, while convenient, is not a good storage place for the cover. Please place cover on a chair, table or another unused piano.

Locks and Keys: The concert instruments and the 1219 chamber rehearsal piano are kept locked. These instruments must be covered and locked after use. If a piano is found uncovered or unlocked by a subsequent user, then please lock and cover the piano when finished. Certain keys may be checked out from the Operations Manager or Piano Technician. Terms of key issue are specified for each piano found below in this policy.

Venues: Pianos are venue specific. Pianos will not be moved to other venues for student recitals and must remain in the venue as specified below. Please plan accordingly when choosing a venue for a student recital. **EXCEPTION:** The Kawai player grand may be moved on occasion to GH upon written approval from the Corwin Chair. A two-week notice is required.

CERF: The Concert Equipment Request Form (CERF) must be submitted for any concert instrument use. The LLCH Hamburg Steinway, GH 9' Steinway and Kawai player grand piano require a CERF signed by the appropriate faculty as described below under those specific pianos. All scheduling must be approved by the scheduling committee.

Recording use of concert pianos: No student recording sessions are allowed on the Hamburg concert grand piano. Certain additional restrictions apply to the Hamburg and GH 9' Steinway as indicated below for each piano. All recording sessions on any concert piano are limited to a maximum of 3 four-hour sessions, one session per day.

UCSB Music alumni may request recording time for the advancement of their academic or professional careers. Hall, piano, and tuning fees will apply. Alumni will receive a 25% discount on department recharge rates. Music alumni must be sponsored by Music faculty and their recording request approved by the Keyboard Committee and Piano Technician. No private recording will be allowed without a Music faculty sponsor and appropriate approvals.

Lotte Lehmann Concert Hall

Hamburg Steinway concert grand: The Hamburg concert grand piano may be used only upon written approval of the Keyboard Area Head or other designated Keyboard Area faculty member. Requests must be submitted via a CERF signed by the appropriate faculty member. Any other University related use requires Keyboard Area Head and/or Keyboard Committee approval. After the CERF has been received and presented, the Music Department Scheduling Committee will schedule the use of the piano.

Requests for the piano must be submitted up to 48 hours in advance. There is no guarantee of availability for request made less than 48 hours. No student keys are issued. Production staff or keyboard faculty will assist with piano access.

The Hamburg concert grand piano in LLCH may be used for only the following purposes:

1. Faculty recitals, including as an accompaniment instrument.
2. Senior or graduate recitals, including as an accompaniment instrument.
3. As a solo or concerto instrument for the UCSB orchestra.
4. For visiting piano artists, either as a solo or accompaniment instrument, sponsored by a UCSB academic department or Arts and Lectures.
5. For dress rehearsals prior to the performances specified above.
6. Faculty recording for approved Music Department use or advancement of academic or professional career.
7. Guest Artist recording sponsored by a UCSB academic department. Fees may apply.

Baldwin 9' concert grand: The Baldwin concert grand piano is the designated piano for Opera and Orchestra. It is also available for general ensemble use, solo piano, performances, rehearsals and performance class use by faculty, students and sponsored guests. Keys are issued by the Operations Manager and are available only to Faculty, Teaching Assistants, Associates and production staff.

Kawai player grand piano: The Kawai player grand piano is reserved for composition area use and recitals/dress rehearsals as requested. Any requests for use must be submitted via CERF signed and approved by the Corwin Chair. Keys are issued by the Piano Technician or Operations Manager for the duration of use only and must be returned to the Piano Technician or Operations Manager upon completion of use.

Herz Harpsichord: The Herz Harpsichord is available for general ensemble use, performances, rehearsals and class use by faculty, students and visiting guests. Keys are issued by the Operations Manager and are available only to Faculty, Teaching Assistants and Associates.

Geiringer Hall

NY Steinway D grand piano: The New York Steinway concert grand piano may be used upon written approval of a Keyboard Area faculty member. Requests must be submitted via CERF signed by the appropriate keyboard faculty member. After approved CERF has been received and presented, the Music Department Scheduling Committee will schedule the use of the piano.

Requests for the piano must be submitted up to 48 hours in advance. There is no guarantee of availability for requests made less than 48 hours. Keys are issued only to the Keyboard Area faculty by the Piano Technician. Production staff or keyboard faculty will assist with piano access.

The NY Steinway D grand piano may be used only for the following purposes:

1. Faculty recitals, including as an accompaniment instrument.
2. Undergraduate and graduate recitals including as an accompaniment instrument.
3. For visiting piano artists, either as a solo or accompaniment instrument, sponsored by a UCSB academic department or Arts and Lectures.
4. For performance and master classes.
5. For dress rehearsals prior to the uses specified above.
6. Faculty recordings for Music Department approved career or academic advancement.
7. Graduate student piano auditions and audition recordings.

Steinway B grand piano: The Steinway 7' grand piano is available for general performances, master classes, ensembles, rehearsals and studio classes. Graduate and undergraduate student auditions and audition recordings are allowed. Keys are issued by the Operations Manager and are available only to Faculty, Teaching Assistants, Associates and production staff.

Dowd Harpsichord: The Dowd harpsichord is only available for faculty, visiting guests, and student performances/dress rehearsals. Requests must be submitted to the Piano Technician 48 hours in advance. No guarantee of availability for requests made less than 48 hours. Keys are issued by the Piano Technician.

Room 1145

Steinway B grand piano: The Steinway 7' grand piano may be used for general performance and performance class, master classes, rehearsals and vocal ensemble. Keys are issued by the Operations Manager and are available only to Faculty, Teaching Assistants, Associates and technical staff. Note: Since space is limited, the piano must be stored next to the screen wall near the back entrance when not in use.

Room 1219 Chamber Rehearsal Room

No routine practice is allowed in 1219. The grand piano in 1219 is kept locked and covered. Keys are issued by the Operations Manager and are available only to Faculty, Teaching Assistants and Associates. The piano is reserved for chamber and other ensemble use as well as approved class, master class or rehearsal use. Piano and room use must be scheduled through the Scheduling Committee.

Practice Rooms

1. Practice facility pianos are intended for UCSB Music Department piano majors, piano principals, instrumentalists, vocalists, and all other UCSB music majors requiring facilities for practice or research purposes.

2. Locked basement grand & vertical piano practice rooms are reserved for the exclusive use of currently enrolled graduate piano majors, undergraduate B.M. piano majors and B.A. piano students granted permission by instructors. Other instrumentalists or vocalists granted permission by faculty may use the locked vertical practice rooms only. Access is limited to members of these groups through assigned room key and is subject to restrictions or forfeit if the privilege is abused. Keys are issued by the Operations Manager.
3. Graduate and undergraduate B.M. piano majors may exercise their right to priority use of a piano practice room. In the event there is no alternative for piano practice or rehearsal elsewhere, instrumentalists or vocalists may be asked to vacate a piano room.
4. Privately paid piano, instrumental, or vocal instruction in a practice room or any other Music Department facility is prohibited. Piano practice rooms are to be used for practice or rehearsal only. Private instruction not related to Music Department programs is not allowed.
5. The north wing upstairs vertical piano practice rooms are available for use by all other instrumentalists, vocal students and class piano students as well as piano majors and principals in the event of overflow from the grand piano area. Room keys are issued by the Operations Manager.
6. Food and drink are completely forbidden in all piano rooms. This includes any open or closed containers of beverages of any kind, including plain water.
7. Students may not share room access privileges with any other students or with members of the community at large for any purpose by loaning keys to the practice room locks for access. Room doors must not be left open. Please close doors when finished with practice. Abuse can result in restriction or forfeit of all piano privileges.
8. Students are expected to practice reasonable decorum in the practice facility at all times. Conflicts over room access, grace periods, etc. should be handled in a considerate and polite manner. Conflicts that cannot be resolved satisfactorily or amicably should be referred to the piano faculty.

Faculty Studio Pianos

UCSB Music Faculty reserve the right to determine how their piano will be used as long as there is no misuse of policy as stipulated under General Policy above. As an exception to policy, each piano faculty member has jurisdiction over their own office and pianos therein, and may on occasion (not regularly) allow unofficial guests to practice on said pianos when not needed for teaching.

Piano Lab

There are 17 digital pianos and a digital music lab hub in the Piano Lab. These are for Music Department group piano lessons and classes only. Private instruction is not allowed. General policy applies. Keys are issued by the Operations Manager to instructors only.

Classroom and all other room pianos not covered above

General Policy applies. Room keys are issued by the Operations Manager. Classroom pianos are not available for routine practice. Please use assigned practice rooms.