

## Piano Policy

*Revised March 21, 2023*

### 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 Arts & Lectures master classes, Arts & Lectures guest artist practice requests (**See Addendum A**), 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, pens & pencils, 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 can be damaging to musical instruments.
5. **Extended Techniques and Prepared Piano:** There is a separate policy that covers this type of piano use. Please refer to this document: [Non-Traditional Piano Use Policy](#). No preparations or extended techniques are allowed on the Hamburg Steinway or the New York 9' Steinway grand pianos.
6. **Piano Moving or Relocation:** 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 or keyboards. **NO EXCEPTIONS.** Please contact the Piano Technician when a piano, keyboard 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.
8. **Piano Service Information and Requests:** [Piano Maintenance](#)

## Concert Instruments: Lotte Lehmann Concert Hall, Geiringer Hall, 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 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 Geiringer Hall. A two-week notice is required.

**Performance Piano Request:** The [Performance Piano Request](#) Form (Google Forms) must be submitted for any concert piano or harpsichord performance or student recital use. The [Appointlet](#) app may be used for non-performance use. The Hamburg and New York 9' Steinway pianos require authorization by the appropriate keyboard faculty member as described below under those specific pianos.

**Recording use of concert pianos:** No student recording sessions are allowed on the Hamburg concert grand piano. Certain additional restrictions apply to the Hamburg Steinway and New York 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 rates. Music alumni must be sponsored by Music faculty and their recording request approved by the Keyboard Committee. No private recording will be allowed without a Music faculty sponsor and appropriate approvals.

### Lotte Lehmann Concert Hall

#### Hamburg Steinway concert grand piano

The Hamburg Steinway concert grand piano may be used only upon written approval of the Keyboard Area Head or other designated piano faculty member. Requests must be submitted via the Performance Piano Request form or Appointlet app (if applicable) and approved by the pianist's instructor. Any other University related use requires Keyboard Area Head and/or Keyboard Committee approval. After the request has been received and approved the Music production staff 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. No keys are issued. Production staff will assist with piano access.

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

1. Faculty recitals, including as an accompaniment instrument.
2. Senior or graduate student recitals, including as an accompaniment instrument.
3. As a solo or concerto instrument for the UCSB orchestra.
4. Chamber Players concert.
5. For a visiting piano artist performance or master class, either as a solo or accompaniment instrument, sponsored by a UCSB academic department or Arts & Lectures.
6. For dress rehearsals prior to the performances specified above.
7. Piano Performance Class.
8. Faculty recording for approved Music Department use or advancement of academic or professional career.
9. Guest Artist recording sponsored by a UCSB academic department. Fees may apply.

### **Baldwin 9' grand piano**

The Baldwin 9' grand piano is available for general ensemble use, solo piano, performances, master classes, rehearsals, recitals and performance class. Keys are issued by the Operations Manager and are available to instructors and production staff.

### **Kawai RX-7 7'6" player grand piano**

The Kawai player grand piano is reserved primarily for composition area use. Other area use is scheduled as available. 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, recitals and classes by faculty, students and visiting guests. Keys are issued by the Operations Manager and are available to instructors and production staff.

## **Geiringer Hall**

### **New York Steinway D 9' grand piano**

The NY Steinway D grand piano may be used upon written approval of the appropriate piano faculty member. Requests must be submitted via the Performance Piano Request form or the Appointlet app (if applicable) and approved by the pianist's instructor. After the request has been received and approved the Music production staff 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 piano faculty by the Piano Technician. Production staff 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 student recitals including as an accompaniment instrument.

3. For visiting piano artist performance or master class, either as a solo or accompaniment instrument, sponsored by a UCSB academic department or Arts & Lectures.
4. Chamber Players concert.
5. For dress rehearsals prior to the uses specified above.
6. Piano Performance Class
7. Faculty recordings for Music Department approved career or academic advancement
8. Graduate student piano auditions and audition recordings.

### **Steinway B 7' grand piano**

The Steinway B grand piano is available for general performances, master classes, ensembles, rehearsals, recitals, and studio classes. Graduate and undergraduate student auditions and audition recordings are allowed. Keys are issued by the Operations Manager and are available to instructors and production staff.

### **Dowd Harpsichord**

The Dowd harpsichord is only available for faculty, visiting guests, recitals, and dress rehearsals. Requests must be approved by the pianist's instructor and submitted to the Piano Technician 48 hours in advance. No guarantee of availability for requests made less than 48 hours. Keys are issued only on a temporary basis by the Piano Technician. Keys must be returned to the Piano Technician when cycle of use is completed.

## **Room 1145**

### **Steinway B 7' grand piano**

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

### **Kimball 7'6" grand piano**

The Kimball grand piano may be used for general performance and performance class, master classes, rehearsals, recitals and vocal ensemble. Keys are issued by the Operations Manager and are available to instructors and production staff.

## **Room 1219 Chamber Rehearsal Room**

### **Yamaha C3 6' grand piano**

No routine practice is allowed in 1219. Since the piano is considered a performance instrument it is kept locked and covered. Keys are issued by the Operations Manager and are available to instructors and production staff. The piano is reserved for chamber and other small ensemble use as well as approved class, master class or rehearsal use. Piano and room use must be scheduled through the Appointlet app.

## **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 keys 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.
5. Private instruction not related to Music Department programs is not allowed.
6. 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.
7. 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.
8. 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.
9. 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 University 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 instruments are for Music Department group piano lessons and classes only. Private instruction is not allowed. General policy applies.

### **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.

## **ADDENDUM A**

### **Arts & Lectures Guest Artist Piano Rehearsal/Practice Requests**

Pianos are available at the keyboard faculty offices for this type of use with their permission. This should be the first option offered to A&L. If office space is not available during the time requested then 1219 or a practice room can be offered as an alternative. Geiringer may be used with the 7' Steinway grand piano as the final option. Practice time may be limited.

Kerr Hall Sound Recording may be available for this type of use. A 9' Steinway D grand piano is available there that is acceptable for recording, rehearsals and practice. It can be recommended as an option if there is no space available for scheduling at the Music Department.