Rules for Use of the Hughes Hall Pianos  
(To be retained by applicant)

The College has three practice pianos (one of which, in the Combination Room, can be used silently with headphones) and a Steinway Grand piano in the Pavilion Room. There is also a piano in the Garden Leisure Room, which is available for anyone to play.

The Steinway piano is strictly reserved for concert performances, college concert rehearsals and accomplished pianists who intend to contribute to the musical life of College, either through performances in College concerts or through service to the Margaret Wileman concert series.

All users must be granted permission by the Director of Music (njy22@cam.ac.uk) before booking rehearsal slots in the Pavilion Room at Reception (Main Building). The key is held in a secure box in the Pavilion Room and the code for access must remain confidential to avoid unauthorised use. All users MUST return the key to the box as soon as the practice session has finished.

Players must also abide by the following rules:

* Members wishing to use the piano should schedule the Pavilion Room in accordance with the College room booking policies (e.g., book only the times that you absolutely need, particularly in the Pavilion Room which is in high demand for large groups; initial bookings can be of two hours maximum, though if the room is still free when that time is up, you are then welcome to stay on).

* Bookings can be made via Reception. Email: conference@hughes.cam.ac.uk or tel. 3.34898. Please indicate to Reception that they need to write ‘PIANO’ next to your name in the electronic diary when booking.

* Please do not pass on the Steinway key directly to others: instead refer them to the Director of Music, as only authorized individuals have permission to use the piano.

* Please avoid moving the piano unnecessarily as this causes the instrument to go out of tune.

* Please notify the Director of Music if you have any difficulties accessing the piano when you have booked.

* No smoking, eating or drinking around the piano.

* Avoid placing small objects (pencils, keys, cards, etc.) on top of the piano. The lid and music desk should never be removed.

* Lock the piano when you leave. Please do not try to fix the piano if there are any faults with the instrument: report the problem to the College receptionist or Director of Music.
Application Form
For Use of the Hughes Hall Steinway Piano

If you are interested in being placed on the Steinway list, please answer the following questions:

1) Name:

2) Email:

3) Contact Phone Number:

4) Address (include room if in college):

5) Course of Study:

6) Experience and qualifications in piano (e.g., Grade 8, Diploma, etc.):

7) Intended contribution to College concerts and/or Music Society activities:

I understand that permission to use the grand piano is dependent upon contribution to the College music and is at the discretion of the Director of Music. I also understand that I may be required to attend a short induction with a representative of the Music Committee before my application is successful.

I agree to abide by the rules for use of the grand piano set out above and any subsequent amendments to such rules.

Signed: __________________________________________ Date: ___________________

Please return this form to Dr Nigel Yandell (njy22@cam.ac.uk). Your application will be reviewed and a response will be sent to you by email as soon as possible.

Thank you very much!

The Hughes Hall Music Committee