

## Application for Use of Rappahannock Concert Association's (RCA) Steinway Piano

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(Name of Organization or Music Faculty Member)

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(Contact Person)

(Phone #)

(Email)

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(Address)

I/We request use of and accept responsibility for the care of the Steinway piano located in the Northumberland County High School Auditorium on date:

\_\_\_\_\_ Time \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm.

Please include rehearsal dates & times if applicable:

\_\_\_\_\_.

It is understood that prior to making this request, approval for use of the High School Auditorium has been obtained for this date and time. In addition, the RCA board must receive this request for use of the piano at least two weeks before the intended use date. We are delighted to offer the piano to use for school and community events; however, RCA programs take precedence over all other uses.

The applicant agrees in signing this application to accept full responsibility for any damage and liability which may occur, normal wear and tear excepted, and to adhere to the following guidelines:

1. The piano will be inspected before and after use by the RCA and the group requesting use of the piano. The RCA will handle the moving, use and storage of the piano before, during, and after the event.
2. The piano is to be moved only by the RCA On-Site Coordinator or a board member, a requirement of our insurance contract. It may be used only on the stage area. It may not be used off of the stage or in any other part of the auditorium/theater.
3. The piano will be limited to use on the day/time of the event only. If needed for rehearsals, enter those times and dates on the application.
4. No items should be placed on the piano except the music sheets or books used by the pianist. No food or drink is to be placed on the piano or in its vicinity.
5. No service function other than routine tuning shall be applied. Should tuning be required, it must be done by Bobby Aveson, 804-741-9402, [bobby@avesonpianoservice.com](mailto:bobby@avesonpianoservice.com) or Kevin Shipe (540)898-3611 [www.shipepianotuning.com](http://www.shipepianotuning.com)
6. The requesting party is responsible for all tuning costs, which should be paid directly to the tuner.
7. No cleaner or polishes of any kind are to be applied to the piano; this includes both case and keys.

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Applicant Signature

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Date

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RCA Board Member

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Date

(Sign three copies — one will be kept by the RCA; another by Finance Director NHS, the other by Applicant.)  
Electronic signatures OK; email to [ilee@nucps.net](mailto:ilee@nucps.net), or submit by snail mail to: RCA; PO Box 342;  
Heathsville, VA 22473.

*Revised January 2, 2018 (Sue Nunn)*