

## **GENERAL INFORMATION \*effective Monday, March 13, 2023\***

The pianos in the School of Music are regularly maintained to retain their quality. All students are expected to cooperate by doing their part in providing reasonable care. This includes:

- No food or drink is permitted near any piano, except a water bottle (placed on the floor and not on the piano), if needed as part of practice or performance.
- No items are to be placed on any piano (i.e. books, bags, musical instruments, or instrument cases). Sheet music is permitted. Recording devices, if needed, can be placed on a piano; but should always be placed on top of a sheet of paper or piece of clothing to prevent scratching the surface of the piano.
- Preparation (defined as any activity involving affixing labels, marking, or inserting foreign objects into a piano or manipulating the strings other than through the keyboard) of any piano must be approved in advance by the Piano Technician and the Director of Operations. Absolutely nothing that will cause damage to the piano will be permitted.
- No unauthorized use of a piano (i.e. preparation without prior approval, lid removal).
- Do not remove benches from the practice rooms or move any additional benches into a space from other practice rooms, classrooms, or other areas within the school.
- Select pianos within Kresge Theatre are to remain locked and the key policy followed. Please see below for more information.

Peter Stumpf is the Piano Technician for the School of Music. Any issues with a piano in a School of Music space, including but not limited to sticking keys and broken strings, should be brought to his attention as soon as possible. Peter can be reached at [piano@cmu.edu](mailto:piano@cmu.edu).

The tuning of the School of Music pianos is done on a rotating basis and prioritized as needed. A student may request tuning for a specific piano at any time and no reasonable request for service will be refused. It is important to note that building heat and climactic dryness during the winter months can have an impact on a piano's tuning. In instances where it is possible to control the heat and/or humidity, tuning is more stable.

## **KEYBOARD INSTRUMENTS**

### **KRESGE THEATRE**

There are five (5) keyboard instruments in Kresge:

1. The "Mehrabian": Steinway Model D 9ft. concert grand piano, with matte finish, stored backstage.
  - a. This piano is always unlocked and available for use by faculty and non-piano major students for rehearsal or recording, as well as for ensemble rehearsals and performances. This piano is the only one in Kresge that is to be used non-traditionally (i.e. string plucking, prepared).
2. The "Smith" (Plaque on right side reads: THIS PIANO MADE POSSIBLE THROUGH THE GENEROSITY OF LONNA H 'A 1969' and MICHAEL A. 'E 1968' SMITH): Steinway Model D 9ft. concert grand piano, with glossy finish, stored backstage.
  - a. This piano is always locked, except when in use by piano faculty and piano/collaborative piano students. See below for information on obtaining a key.

3. The “Summer”: Steinway model D 9ft. concert grand piano, with glossy finish, stored backstage.
  - a. This piano is always locked, except when in use by piano faculty and piano/collaborative piano students. See below for information on obtaining a key.
4. The “Hamburg” (Plaque on right side reads: “MOM’S PIANO IN HONOR OF LORETTA ROHR): Steinway Model D 9ft. concert grand piano, with glossy finish, stored backstage.
  - a. This piano is always locked and only available for use by piano faculty, piano major student recitals, the chamber music series, and special occasion performances. To obtain a key for use, please consult with a member of the piano faculty. For piano recitals, the usher staff will have access to a key.
5. The “Knabe”: Knabe Model 5ft. baby grand piano, with matte finish, stored backstage.

#### ALUMNI CONCERT HALL

1. The ACH piano: Steinway Model D 9ft. concert grand piano, with matte finish, stored in the room (onstage).
  - a. This piano is always unlocked and is available for use by faculty and student for rehearsals, recordings, and recitals; as well as for ensemble rehearsals and performances.
2. The “Fred Rogers”: a four (4) octave celesta, stored in a wooden travel crate and kept in ACH.
3. The Harpsichord: a double-manual instrument stored in ACH.

#### MELLON INSTITUTE AUDITORIUM

1. The Mellon piano: Steinway Model B 7ft. piano, with matte finish, stored on stage.
  - a. This piano is always unlocked and is available for use by faculty and students for recitals.

#### MARGARET MORRISON 119

1. The MM119 piano: Baldwin Model D 9ft. concert grand piano, with matte finish, stored in the room (onstage).
  - a. This piano is always unlocked and is available for use by faculty and students for rehearsal or recording.

#### WQED STUDIO B

1. The Studio B piano: Steinway Model D 9ft. concert grand piano, with matte finished, stored in the room.
  - a. This piano is always unlocked and is available for use by faculty and students for rehearsal or recording. \*The piano should never be moved off of the plywood board, as that will cause irreparable damage to the dance floor in Studio B.

#### INSTRUMENT USE & CARE

- Taking care of keyboard instruments is a shared priority. Be very careful with these instruments.
- Moving a piano requires a minimum of two (2) people, but ideally three (3) if possible and should only be done by the Ensemble Crew, Recital Crew, or by students under the direct supervision of a Faculty member.

- Before moving any keyboard instrument, be sure the path for its movement is clear and that the wheels (casters) are unlocked.
- Move a piano very slowly through the Kresge shell with its cover on to avoid damage. Time constraints are not a valid reason to move any keyboard instrument without its cover or to move it too fast. This applies to both rehearsals and concerts. The sole exception to moving a piano without its cover is when moving it during a performance, when it is remaining on stage and is not moving through the Kresge shell doors.
- The ACH piano may only be moved from the stage onto the floor for limited occasions by the Ensemble Crew and only with prior notice made to the Director of Operations.
- Once a piano is in place, gently lock the wheels and remove the cover. To then open the lid, first flip the front hinged portion and then lift the rest of the lid to either half or full stick position. DO NOT move a piano when the lid is open.
- Removal (and reattachment) of any piano lid is not permitted without prior permission from the Piano Technician and the Director of Operations.
- Return keyboard instruments to their proper storage locations at the end of class or performance activities.

## KEY POLICY

### KRESGE THEATRE

- At the beginning of each semester, the piano and collaborative piano faculty will provide a list to the Music Office, with the name of each student who is permitted to check-out a key to use either the Smith or Summer pianos. Students included on this list should visit the Music Office to check out a key. Once the key has been properly signed out by the student, it is due back the business day following the scheduled need/event (i.e. if the key is signed out on Wednesday, it is due back on Thursday; if the key is signed out on Friday, it is due back on the following Monday).
- Following approved use of the Smith or Summer pianos, it is the responsibility of that user to replace the clamp lock over the keyboard lid and make sure that it is correctly locked, and the lock cannot be removed.
- The Hamburg piano is always locked and only available for use by piano faculty, piano major students, the chamber music series, and special occasion performances. To obtain a key for use, please consult with your respective instructor within the piano faculty. For piano major recitals, the usher staff will have access to a key. When finished playing the Hamburg, the user and the stage crew must make sure that it is correctly locked. \*If the top lid of the piano is locked, but the fallboard (the lid above the keyboard) remains unlocked, it means that the piano hasn't been properly locked.

### PIANO PRIORITY PRACTICE ROOMS

- At the beginning of each semester, the piano and collaborative piano faculty will provide a list to the Music Office, with the name of each student that is permitted to check-out a key to use the designated Piano Practice Rooms. Students included on this list should visit the Music Office to check out a key. All keys must be returned no later than the Friday prior to Commencement each year.

- Piano Priority Practice Rooms (for piano and collaborative piano students) are in CFA and have the following room numbers: M165, M167, M168, M169, M171, M172, M175.
- Students MUST lock the Piano Priority Practice Rooms every time they leave them.
- No food or drink is permitted near any piano, except a water bottle, placed on the floor, and not on the piano, if needed as part of practice or performance.