

## Use of the Boston Steinway piano

The Boston Steinway piano in the Drawing Room of the Old Lodgings is available to be booked for piano practice from 5pm to 9pm on weekdays and from 11am to 6pm on weekends. Use of the piano is subject to the following terms agreed by Governing Body.

1. Members of college wishing to use the piano should contact the Tutor for Music, Ben Skipp (ben.skipp@chch.ox.ac.uk) or the Senior Member of the Hertford College Music Society, Claire Vallance (claire.vallance@hertford.ox.ac.uk) to request permission, briefly outlining their level of attainment and reasons for requesting access to the piano. When a request has been approved, your name will be added to the list of approved users and you will be able to make bookings and sign out the key from the Porters' Lodge.
2. Ensembles wishing to rehearse in the room must request separate approval.
3. Bookings should be made via the Principal's PA, Jill Symons (jill.symons@hertford.ox.ac.uk). Practice sessions may be booked up to two weeks in advance, for up to two hours at a time.
4. Booked practice sessions may occasionally have to be cancelled if the Old Lodgings ground floor rooms are needed for other College or Principal's events. In most cases such events will be booked in advance of the two-week booking window above, so clashes should not arise. If a clash does arise, you will be notified as soon as possible, and an attempt will be made to provide an alternative practice room.
5. No food or drink other than bottled water is to be consumed in the Drawing Room. Bottled water must not be consumed near the piano, and bottles must not be placed on the piano.
6. The piano cover must be replaced after use, and the Drawing Room must be left as it was found. In particular, in order to protect the valuable paintings located in the Drawing Room, the shutters on the windows must be closed (but please do not put the iron bars across as these cause damage to the paintwork) and the Drawing Room door must be locked. Any damage to the piano or any other fabric or furnishings of the Drawing Room must be reported immediately to the Porters' Lodge.
7. If others using the Old Lodgings are being disturbed significantly by piano practice, they should make this known either in person or via the porters. Piano users should be sympathetic to such complaints, and either play more quietly (e.g. by closing the piano lid) or, if this is not sufficient, agree to reschedule their practice session for another time or find an alternative piano within college. If/when such situations arise, we request that others using the Old Lodgings are also sympathetic to the need for pianists to practice.

Claire Vallance and Ben Skipp  
November 2014