

ART AND MUSIC CENTER (AMC) GUIDELINES FOR USE OF BUILDING

KRETSCHMER RECITAL HALL (KRH) Room 101

1. **No FOOD or DRINK is allowed in the recital hall.**
2. The backstage area is to remain clear with no storage allowed except for the following: a Baldwin piano, three piano benches, Aquinas podium, rack of folding chairs, two-three music stands, free standing light, and storage bin (for piano covers and cords). **The Baldwin Grand Piano must be plugged in at all times – 24 hours a day (see bottom of page note**).**
3. The Steinway piano should remain on stage whenever possible (moving it unnecessarily causes it to go out of tune). **The Steinway Grand Piano must be plugged in at all times – 24 hours a day.** If it is unplugged for any reason (such as, a performance, lecture, etc), be certain it is plugged in before leaving the recital hall (**see bottom of page note****).
4. If the humidity light (located on upper side) is blinking on either piano, inform the Office Assistant or Building Manager.
5. If use of either piano is requested and tuning is desired, the user will be responsible for the cost to have it tuned by the Music Department's piano tuner. At least **TWO WEEKS** notice must be given to have a piano tuned.
6. The pianos must be closed and covered when not in use.
7. **Special Care** must be taken when moving the pianos. Move only when necessary. Each time a piano is moved it affects the tuning (the more one is moved; the more often it will need to be tuned). **If either piano must be moved off stage, carefully move it through the doorway, watching the walls, corners and most of all, the piano(s). After the event, move the piano(s) back as originally placed on stage (refer to diagram for standard set up in KRH).**
8. **Preset buttons for stage lighting are just off the stage entrance. Having chosen the appropriate setting for your event, arrange with stage manager to press it just prior to the start of the event.**
9. **If you prefer to turn off the blower switch during an event, it must be turned back ON after the event (this controls the temperature in KRH).**
10. Permission must be granted to change the stage set up in KRH (especially moving the Steinway).
11. **Keep doors closed at all times (loading area behind stage)**, with the exception for unloading or loading instruments and equipment.
12. Papers, pencils, etc. in KRH (seating area) must be picked up after the event.

**** If the piano(s) is not plugged in after the event, you or the organization/department that you represent will be charged a maintenance fee of \$100.00 (each piano) to cover the cost of an additional tuning.**

GENERAL USE OF AMC

1. Permission must be granted to move the AMC potted plants.
2. Any item(s) removed from another room (such as, tables, chairs) is/are to be returned when finished.
3. **Receptions for student recitals are the responsibility of the student. If a reception is desired, the student must contact the Aquinas College Food Service at 632-2965 for details. If food is to be prepared by other than the Aquinas College Food Service, this *Waiver for AQ Dining Service Form* must be submitted to the Food Service Department (copy given to AMC Administrative Assistant for student file).**

(Rev. 8-11-10)