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, 2 racks of folding chairs, twelve 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 Administrative Assistant, the Office Assistant or the Building Manager on duty.
5. The Music Department will be having the needed piano(s) tuned prior to the Recital.
6. The pianos must be closed, covered and plugged in when they are being moved and/or 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 pianos must be moved on or off stage, you must request this in advance with the AMC Main Office. DO NOT attempt to do this on your own!
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 Loading 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. You or your Reception Host/ess must take a walk-thru the AMC to gather up and recycle any programs or reception trash that your guests may have left behind.

** 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. 12-6-13)