

P&S Bard Hall Music Room "B/C" Member Agreement 2016-2017

Membership fees cover the cost of tuning, repair, and maintenance of pianos and rooms. As a condition of my membership and use of the Bard Hall music rooms, including the use of all equipment housed in the rooms, I agree to abide by the following rules regarding the care and proper treatment of all equipment and facilities:

1. **No food or beverages**, with the exception of water, are permitted in the music rooms at any time. Water must be contained in spill-proof bottles, and never placed on or near equipment.
Initial: _____
2. **Do not lean on the pianos, or place anything on the pianos except for sheet music.** Coats, bags, and other belongings should be placed on tables, chairs, or the floor, and not on top of pianos or other equipment.
Initial: _____
3. **NO TRASH!** All trash and papers (including sheet music) must be taken out of the room before leaving. All sheet music left out will be considered trash.
Initial: _____
4. **Rooms must be restored to their original condition before leaving.** This includes closing and covering pianos, turning off and moving all amplifiers and other equipment against the wall, putting away all microphones and other electronics in their cases, coiling and hanging up all wires, etc.
Initial: _____
5. **Do not open the windows!** It's not good for the pianos! If it is too warm/cold, please alert the Housing Office (Bard Hall Room 109) to fix the AC/heater and email musicians-guild@columbia.edu
Initial: _____
6. There is a three-strike policy regarding room usage. Should a music room be found in an unacceptable condition (cleanliness, damage, etc.), the last person to have signed out the key to that room will be given a strike, unless the leaders have been notified in advance of any issues. The first strike will result in a one week ban, the second a one month ban, and the third a permanent ban from the music rooms. If you find the room a mess, please report to the security desk upon returning the key and send an email to musicians-guild@columbia.edu.
Initial: _____
7. Do not attempt to fix any music room equipment on your own or tune pianos, and report all problems to the Musicians' Guild leadership. If there are any broken strings or maintenance issues regarding the pianos, please contact musicians-guild@columbia.edu, so we can alert our piano tuner.
Initial: _____
8. No equipment is to be moved out of the music rooms without express permission from the Musicians' Guild.
Initial: _____
9. No furniture is to be removed from the music rooms at any time. If you bring extra chairs, etc. into a music room, or swap equipment (including music stands) between rooms, please remove/replace everything when you're done.
Initial: _____

10. The music room may be scheduled for weekly rehearsals through Musicians' Guild for **P&S Club student organizations only**. Sign-up sheets for practice time may be posted on the music room doors leading up to events (such as Coffeehouse or Musical Monday). Otherwise, the rooms may be signed out on a first come, first serve basis by the security guard at the 60 Haven Ave desk with your membership sticker on your ID card.

Initial: _____

11. There are events throughout the year in the Bard Hall Lounge and a list of upcoming reservations for that week will be posted outside the lounge by the Housing Office. If the lounge is being used for an event, you will not be able to use Music Room B.

Initial: _____

12. **Courtesy Hours are always in effect.** Please remember that the music rooms are located within a residence hall, where people sleep and study, and are not soundproof. We don't have set hours, but please be considerate by limiting use during late nights, finals/exam time, and trying to limit the noise (keeping the piano closed) etc. If this becomes a problem, *the Musicians' Guild leadership has the right to limit music room hours at any time during the year.*

Initial: _____

13. Members will be held financially responsible for any damage caused to P&S Club equipment. The member signing out the room is responsible for the conduct of all others they bring into the room.

Initial: _____

14. All participants using the room or any equipment must be authorized music room members. If members allow non-members to use the space, their membership can be terminated without any refund.

Initial: _____

Please be courteous to other members. Anyone whose actions are repeatedly reported or observed to be inconsiderate, rude, or in direct violation of any of the aforementioned rules or university policies, will have their membership terminated immediately without refund.

Circle your membership:

	Student	Faculty/staff
Fall 2016 sign-up (September 1, 2016 – September 1, 2017)	\$60	\$120
Spring 2017 sign-up (January 1, 2017 – September 1, 2017)	\$40	\$80
Summer 2017 sign-up (June 1, 2017 – September 1, 2017)	\$30	\$40

If student, circle your school: P&S CDM GSAS IHN MPH Nursing OT PT

I have read and understand all the above and agree to follow all the rules of the Musicians' Guild with the knowledge that that failure to do so can result in termination of membership without a refund at any time.

Print Name Columbia UNI

Signature Date

ADMIN USE ONLY

Paid: Cash Check # _____

New Member Renewal