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.

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.

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.

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.

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 or email Musician’s Guild ([musicians-guild@columbia.edu](mailto:musicians-guild@columbia.edu)) or Coffeehouse ([coffeehouse@columbia.edu](mailto:coffeehouse@columbia.edu)).

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 Coffeehouse if Music Room A ([coffeehouse@columbia.edu](mailto:coffeehouse@columbia.edu)), or Musician’s Guild if Music Room B/C ([musicians-guild@columbia.edu](mailto:musicians-guild@columbia.edu)).

7. Do not attempt to fix any music room equipment on your own or tune pianos, and report all problems to the P&S Club. If there are any broken strings or maintenance issues regarding the pianos, please contact [musicians-guild@columbia.edu](mailto:musicians-guild@columbia.edu), so we can alert our piano tuner. For any broken gear in Room A, please contact [coffeehouse@columbia.edu](mailto:coffeehouse@columbia.edu).

8. No equipment is to be moved out of the music rooms without express permission from the club responsible for the equipment (Musicians’ Guild for pianos; Coffeehouse for PAs, amplifiers, and other electronics).

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.

10. Personal equipment (such as guitars or amplifiers) can be left in the music room, but you must contact Coffeehouse ([coffeehouse@columbia.edu](mailto:coffeehouse@columbia.edu)) with your name, type of equipment being stored in the room, and whether or not others can use the equipment while it’s in the music room. A list of all personal gear (as well as all P&S Club gear, which is available for use) will be posted on the door to Music Room A. In addition, please inform us when you permanently remove your gear from the music room, so we can update the list. The P&S Club is not responsible for any damage to personal equipment stored in the music rooms.

11. The music room may be scheduled for weekly rehearsals through the P&S Club for **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.
12. There are events throughout the year the Bard Hall Lounge (A & B are located off this space) 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 Rooms A & B. The rooms are not soundproof and will disturb the activities in the lounge.

13. **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, not playing the drums late night) etc. If this becomes a problem, *the officers of Musicians’ Guild and Coffeehouse have the right to limit music room hours at any time during the membership year.*

14. 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.

15. 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.

**Membership fees** cover the cost of tuning, repair, and maintenance of pianos and rooms. The 2014-2015 fees for membership are:

- **Students:** $30 for Room A, $50 for Rooms B & C, $80 for all rooms
- **Faculty/Staff:** $50 for Room A, $80 for Rooms B & C, $130 for all rooms

**Violation of these rules will result in revocation of music room membership and forfeit of your membership fee.**

I agree to the above terms:

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<tr>
<th>Signature</th>
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<table>
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<tr>
<th>Print Name</th>
<th>CUMC Affiliation</th>
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**Which instruments or equipment do you plan to use?**

- Piano
- Keyboard
- Guitar/Amplification
- PA
- Drums

**Which music rooms do you want access to?**

- Music Room A
- Music Room B&C
- All Music Rooms

(amp, keyboard, speakers)
(pianos)