

**PIANO USAGE POLICY**

1. The Young Chang studio upright in the Meeting Room will be available for performances and programs sponsored by or subsidized by the Trustees of the J. V. Fletcher Library and the Friends of the J. V. Fletcher Library, Inc.
2. The piano will be made available to musicians residing in Westford for the purpose of free professional or pupil recitals and for private practice on an appointment basis; as with other uses of the Meeting Room, recitals and concerts shall be considered Open Meetings.
3. The instrument shall remain locked and covered, except for authorized use, and shall not be subjected to undue moving or relocation.
4. Food, drink, and flowers or floral arrangements in water are prohibited near the piano.
5. Nothing heavy shall be stored on the instrument.
6. Musicians are reminded to **fold in the music rack** prior to relocking the keyboard cover.
7. As an asset in the Library facility, routine maintenance and tuning of the piano shall be borne annually by the Library Trustees.
8. Any printed programme accompanying a recital or performance in which the instrument is used shall include the credits: **Piano given in Memory of K. Evelyn (Healy) Rossi, 1907 - 1995.**

*VOTED AND APPROVED: 4/1/96; Reviewed 8/4/97.*