

**Greensboro United Church of Christ
Greensboro, Vermont 05841
(802) 533-2223
www.guccvt.org**

Application for Use of Instruments and Facilities

Applicant: _____

Address: _____

email: _____ phone: _____

Rehearsal date(s) & time(s): _____

Event date(s) & time(s): _____

Facilities requested: Sanctuary _____ Fellowship Hall _____ Library _____

Instruments requested: Pipe Organ _____ Sanctuary Piano _____ Harpsichord _____

*For current facility policies and instrument fees, please visit
<http://www.guccvt.org/facilities-and-rentals/rental-policies>*

The Sanctuary piano is tuned on a regular schedule. If a special tuning is desired, arrangements must be made through the Music Director. Normally, the GUCC technician must be used, but special permission may be granted for the applicant to use his or her own technician – who must be RPT-certified. No work beyond tuning (*e.g.*, repairs, voicing, *etc.*) is to be done except by the GUCC technician.

The piano is normally located on the "one-step-up" level on the right side of the sanctuary and moving it off-level is not allowed as a general practice. It may be re-oriented on that level as needed, but not moved to a different level without the permission of the Music Director. Moving to a different level and back to its normal level must be done by a qualified, insured, professional mover at the applicant's expense. The applicant takes full financial responsibility for any damage done to the piano or the facility. Please keep the instrument covered when not in use and return it to its original orientation at the conclusion of the rental period.

The harpsichord is normally kept in the humidity-controlled library and may be used there for small chamber events. For larger events, it may be moved into the Sanctuary.

Moving the harpsichord is not difficult, but please follow a few simple rules:

- 1) move the instrument keyboard-end first when moving from the library to the Sanctuary,
- 2) move it "pointy end" first when moving from the Sanctuary to the library,
- 3) lift the instrument gently over thresholds and carpet edges, please do not "bump" it over.

Tuning of the harpsichord is the performing group's responsibility, but in no event is tuning to be above A-440. The applicant must restore the harpsichord to equal-temperament tuning at A-440 after the performance. Please return the instrument to the library after the event, and keep it covered when not in use.