

## CARNEGIE COMMUNITY ROOM

### RULES FOR RECITALS AND OTHER PROGRAMS

1. A tour of the room may be arranged with the Administrative Assistant no later than two weeks prior to your recital.
2. The piano and all furniture in the Carnegie Room should not be moved. If a different chair arrangement is desired, please request this on your application form and, if it is possible, Library maintenance staff will do it. **A \$100 penalty will be assessed if the piano is moved.**
3. Food and drink are not permitted in the Carnegie Community Room.
4. All makeup should be applied in the main floor restrooms near the Circulation desk.
5. Please discuss with the Administrative Assistant any additional equipment, props, etc. which you would like to bring into the room to be sure they are permissible.
6. A piano bench is provided. However, performers may provide their own adjustable benches if they are preferred. Please indicate on the application if you will be bringing your own bench.
7. The piano is tuned on a regular basis. Additional tunings desired by anyone renting the room may be arranged through the Library Business Office and will be at the renter's expense (tuning must be requested at least three weeks in advance).
8. The Kawai piano was a gift to the Library from the St. Charles Public Library Foundation. All income from rental fees for the piano supports the classical music concert series at the Library that are sponsored by the Foundation.

**I agree to the rules for use of the Carnegie Community Room, and I understand that the piano is not to be moved. Moving it damages both the piano and the stage floor. I understand there is a \$100 penalty for moving the piano, and that failure to pay the penalty will result in loss of the privilege of renting the room and/or the piano in the future.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_