

Guidelines for student and faculty use of Temple harpsichords, fortepiano
and chamber organ:

1. At least 2 weeks prior to the requested move date to Rock Hall, please submit a request to Dr. Joann Kirchner in the Keyboard Office. Availability will be checked, arrangements made and moving and tuning scheduled with staff and performer. Include rehearsal and performance times in your request. Late requests will not be honored due to staff planning needs.
2. Moving is now being done by designated trained concert office staff. Performers using the instruments are requested to be present at the move to help out with door-holding and smaller components, such as bench.
3. The stage of Rock Hall does not currently provide any locking possibility or protection against unauthorized use. Therefore, if you plan to use a harpsichord or organ in a recital, please schedule the dress rehearsal on stage the day of or day before the performance. This minimizes unattended time on stage, saves moves for the staff, and minimizes wear and tear on the instrument. For the same reason, instruments should not be moved for rehearsals only. Room 125 is also available for group rehearsals with harpsichord or fortepiano.
4. Instruments should remain on stage whenever possible during performances, also for reasons of safety. Please move them to the side or back as necessary, but keep them on stage.
5. Always unplug the organ when not in use, so the blower is not left on. Never move, tune or attempt to repair one of these instruments yourself. All food and beverages are to be kept away from instruments. Students may be charged for repairs to damaged instruments if they are caused as a result of violating this policy. Please contact the Keyboard Office with any questions.

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