

**POLICY & PROCEDURES MANUAL**  
**WAYLAND BAPTIST UNIVERSITY**

**Classification Number: 5.1.8**

**Reviewed: August 14, 2017**

**SUBJECT: PIANO MAINTENANCE AND USE**

The School of Music Keyboard Committee assumes full responsibility for the care and maintenance of all pianos on the Plainview Campus and thus is solely responsible for granting permission for the use of Wayland Baptist University pianos. Use of the LRC Atrium piano, in conjunction with LRC events only, may be approved by the LRC Director. All other requests for use of Wayland pianos must be processed at least two weeks in advance (one month preferred) by completing the Piano Use Agreement form ([attachment A](#)) and submitting it to the Music Office for approval.

Pianos are to be moved only by Wayland Baptist University Maintenance personnel and then only at the request of the School of Music. Pianos are to be returned to their original locations immediately after an event so that the instruments are not adversely affected by changes in humidity or temperature.

equipped with a sensitive humidity control device. The cord to this device must remain plugged in at all times. When