

## DEPARTMENT OF MUSIC

### Piano and Music Room Guidelines

- ♪ Food & drink are not permitted in practice rooms, classrooms or the Recital Hall!
- ♪ Windows of all rooms are to remain uncovered at all times.
- ♪ As a courtesy to others, keep the door to your room tightly closed when practicing. Playing in the practice corridors is not permitted.
- ♪ Be prepared to show your validated Howard University ID upon request. Do not open classroom or practice room doors for others. Be sure to pull practice room doors shut when you leave. Protect our facilities!
- ♪ Do not place anything except music on a piano. Food, drink, coats, backpacks, instruments and their cases, etc., cause damage and do not belong on a piano! Place laptops and cell phones on a soft pad or music.
- ♪ Keep stools, chairs and music stands away from piano cases.
- ♪ Pen and pencil marks mark the finish of a piano. Never write on paper that has direct contact with the piano; use a pad.
- ♪ Do not remove pianos or benches from rooms. If you absolutely must move a piano, be very careful not to push the piano case up against walls or doors. Go slowly – pianos have their own mind.
- ♪ When you leave any room, return all desks, etc., to their original locations, remove your paper trash and belongings, turn off the light, and pull the door shut behind you. If you use a classroom after normal business hours, please be sure the windows are shut when you leave.
- ♪ If you find that a piano needs tuning or repairs, please notify our piano technician. Do not attempt to tune or make any repairs yourself. Report any other needed repairs to the Department of Music Office.