

MONASH UNIVERSITY
SCHOOL of MUSIC - CONSERVATORIUM

Steinway Piano Request Form

1. Fill out all details up to and including your signature
2. Take the form to a Piano or Jazz lecturer (Tamara Smolyar, Kenji Fujimura, Rob Burke or Thomas Reiner) for approval and return to the General Office for booking confirmation

Name:		
Staff / Student ID:		
Contact Nos.:		
Course/Degree /Field:		
Nature of usage: (Rehearsal, practice, recital, etc)		
Date Required:		
Time required:	From:	To:
Signed (requestor):		
Request Approved by:		
Approval Signed:		
Dated:		

Please note: Use of the piano is conditional on:

1. Utmost care must be exercised with its usage
2. No food or drink anywhere near the piano
3. Must be properly put away after use and locked
4. Key to be returned to General Office after use
5. Used only by the person(s) listed here