

MONASH UNIVERSITY  
SCHOOL of MUSIC

## Steinway Piano Request Form

1. Fill out all details up to and including your signature
2. Take the form to one of the Piano lecturers (Tamara Smolyar or Kenji Fujimura) for approval and return to the General Office for booking confirmation

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

**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