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## REQUEST TO USE THE YAMAHA C3X GRAND PIANO

The Yamaha CX3 Grand piano is the property of the North Bay Branch of the Ontario Registered Music Teachers' Association (hereafter NB-ORMTA). The NB-ORMTA contact person for the use of the Yamaha Grand Piano is Jennifer Levitan. Although you have requested the use of Calvin's Presbyterian Church's sanctuary, the **NB-ORMTA needs to approve the requests** to use their Grand Piano and requires the following information:

1. Today's date \_\_\_\_\_
  2. Name of person/organization/association requesting the use of the Grand Piano \_\_\_\_\_
  3. Contact information of the person requesting the use of the Grand Piano (telephone number, email, address) \_\_\_\_\_
  4. Name of the event (ex., recital, festival, concert....) \_\_\_\_\_
  5. Date(s) of event \_\_\_\_\_
- a. CPC will remit you a Grand Piano key. This key is to be returned the same day the door keys are returned to CPC
  - b. The Grand piano is not to be moved, unless you have received the authorization from the NB-ORMTA, through Jennifer Levitan. Any movement of the piano is to be supervised
  - c. If you need to tune the piano, at your expense, the piano tuner is to be approved by the NB-ORMTA
  - d. Any damages done to the Grand Piano during your use of this instrument, will be at your cost

Initial
a. _____
b. _____
c. _____
d. _____

\_\_\_\_\_  
Signature of person requesting the use of the Grand Piano

\_\_\_\_\_  
Signature of contact person  
Jennifer Levitan

Date: \_\_\_\_\_

Date: \_\_\_\_\_