

Care and Maintenance of Piano Policy
Unitarian Universalists of New Braunfels

The Steinway Piano was a valuable and appreciated gift, and it is the policy of the Board of Trustees to establish procedures for its care and maintenance in order to preserve its value.

The Piano Committee

To this end, the BOT shall appoint a committee to have assigned responsibility to provide care and maintenance for the piano. The Piano Committee shall consist of all regular UUNB pianists, as well as other members of the congregation designated by the BOT. The Piano Committee shall be responsible for carrying out the maintenance protocol for the piano, and for informing the BOT of any issues concerning the welfare of the piano.

Maintenance Protocol

Carrying out the following steps in the Maintenance Protocol shall be the responsibility of the Piano Committee:

1. The Gathering Room shall be kept at a constant temperature at all times. The Piano Committee shall work with the Building Committee to assure that the temperature in the Gathering Room is maintained properly. Piano tuners have informed us that drastic changes in weather temperature are the primary cause of the piano going out of tune, so efforts to mitigate this effect with attention to inside temperature maintenance is essential.
2. The hydrating system will be inspected and maintained.
3. The cover will be kept on the piano when not being played, and the rule of not setting anything on top of the piano will be enforced.
4. The piano will be tuned regularly every six months, and this will be a regularly budgeted expense. Every effort will be made to use the same piano tuner each time, and a different tuner will be used only in cases of emergency. Mary Cushing Smith is the UUNB regular tuner. In cases when she is not available, her recommendations for tuners will be followed.

Concert Uses Procedures

Periodically UUNB schedules concerts with professional performers, or rents the church to outside groups holding concerts. Often the group or performer will ask that the piano be tuned right before their performance. Following is the protocol for dealing with this issue.

1. The Piano Committee will determine if the piano needs tuning before the concert, and will schedule the tuning if necessary. If the tuning is close to the regular six month tuning, the church will consider the cost to be budgeted and will pay for the tuning from budgeted funds. If the tuning is necessary, but is not close to the regular six month tunings, the cost will be borne by either the renting entity, the performer, or from the proceeds of prior concert events. If the Piano Committee judges that the piano does not need tuning, and the performer insists on its tuning, he/she will be charged for the tuning.
2. The piano will be moved always by three people, with a person at each leg, taking the torque pressure off the legs by lifting the piano slightly as it is moved. A member of the Piano Committee shall be present at any moving of the piano.