

## Clavinova Usage Policy

1. Patrons are required to sign in at the Circulation Desk with a photo ID.
2. It is the user's responsibility to exercise good judgment when using the clavinova or privileges could be suspended or revoked.
3. No food or drink is allowed near the clavinova.
4. Usage time is based on both the availability of both the meeting room and equipment, and a first come first served basis. Time can be reserved for 1 hour increments. The library reserves the right to restrict time if excessive reserved times by an individual prevents others from access. Reservations may be made in person or by phone. Reservations will be held for 10 minutes unless otherwise notified.
5. Clavinova will be available during regular library hours. Patrons will need to be done 15 minutes before closing time.
6. The clavinova is for public use, and should not be used for private lessons in which an instructor is compensated monetarily.
7. The clavinova is available (and encouraged!) to be used for public performances within our facility. These events must be free and open to the public. For inquiries, please contact the Library Director

Approved by the Board of Trustees 7/2/13

Revised and approved 02/07/18