

**THE MUSIC TEACHERS' ASSOCIATION OF CALIFORNIA SAN MATEO BRANCH**  
**Piano and Facilities Use Contract**

This contract is between the Music Teachers' Association of California, San Mateo County Branch (MTAC) and \_\_\_\_\_, member of San Mateo Branch MTAC, who wishes to use the MTAC piano(s) and on whose behalf MTAC will request the use of the Wind Room, located in the second floor of the Foster City Community Center. (The entrance is 50 yards north of the Library.) Address: 1000 East Hillsdale Blvd in Foster City. The requested reservation time slot:

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Your reservation will be cancelled if payment and a copy of this signed contract are not received within 7 days.

**Payment**

The rental fee for the hall is **\$130 per hour and \$65 per half hour. Make your check payable to "MTAC San Mateo Branch"** and remit 1) one payment, 2) signed contract, and if necessary 3) Community Center Equipment Request. Send payments to **Natalie Griffin 712 Laurel Avenue Burlingame, CA 94010**

**AMOUNT ENCLOSED:** \$ \_\_\_\_\_ **Check #** \_\_\_\_\_

There is a \$25 charge for any check that is not paid by your bank.

**Web Site Confirmation**

To see your reservation, visit [Recital Hall Calendar](#).

**Cancellations**

If a reservation is cancelled more than 3 months prior to the reserved date, all payment will be refunded minus a \$50 cancellation fee. If a reservation is cancelled less than three months in advance, the entire rental fee is forfeited.

**Hall Restrictions - No Early Arrivals or Late Departures**

You may occupy the Community Center building only during the hours specified in your contract. Teachers, students, parents, guests and any other attendees shall not enter the building or stay in the building outside this time. The hours specified in the contract

must include enough time for set-up, warm-ups and food preparation, as well as clean up. The teacher is responsible for communicating this "No Early Arrivals, No Late Departures" rule to students, parents, guests and other attendees.

If you are the first teacher of the day to use the hall, and the door to the building is not open at your specified time, you (only the teacher, not the group) may call the emergency number on the contract (650-286-3380). A building attendant will come from across the street and open the building for you. If after the priority reservation time you are the only teacher who has booked on a Saturday or Sunday you will be required to reserve 3 hours.

**Keys**

The key to the Wind Room and the keys for the pianos are in the custody of the Community Center building attendant who sits outside the Wind Room. Ask that person for the keys to the piano. The same key opens both piano fallboards. Each piano cover padlock has its own key.

**The Pianos**

Note that the pianos are stored next to the north wall of the Wind Room (facing East Hillsdale Boulevard). To move the pianos, have at least two people move one piano together; and be advised that anyone who moves a piano does so at his/her own risk. Be careful when covering and uncovering the pianos so that the metal rings do not scratch the finish. If necessary, use the mitt provided to dust pianos and a slightly damp cloth to wipe the keys.

When you are finished using the pianos, it is your responsibility to make sure they are moved back to the original storage spots on the north wall. Again, anyone who moves the pianos does so at his/her own risk. Lock the piano fallboard. Put the cover back on and lock the padlock. Leave the piano bench near the piano. If you are the last teacher of the day to use the Wind Room, please make sure to lock the pianos and move them to the north wall. If another MTAC member is using the pianos after you, check with him/her to be sure it is OK to leave the larger piano out and uncovered. Please make sure that the next teacher has taken charge of the pianos. **If you don't replace the pianos you will be charged a mandatory \$50. This must be paid to the branch before you will be allowed to book the Wind Room on another occasion.**

**Due to liability purposes, it is not the responsibility of the City Staff to move the pianos for MTAC. It is solely up to the MTAC teachers to move/move back, uncover/cover, and lock/unlock the pianos.**

### **Podium/Microphone**

The rental fee for the podium is \$10, and for microphone use is \$10. If you'd like to rent the podium and/or the microphone, please fill in the "Community Center Equipment Request" at the bottom of this file.

### **Chairs and Tables**

The standard set-up of chairs and tables will be 60 chairs in a "Theatre Style" with one aisle down the middle, and two tables at the back of the room. You may request up to 100 chairs maximum for your event. The chairs and pianos will face East Hillsdale Blvd. Please note that the Fire Code limits the number of chairs/audience members in the Wind Room to 100.

### **Tape**

Nails, tacks, staples, scotch tape, masking tape, or any other items that may put holes in or remove paint from the walls, doors or ceilings are strictly forbidden. Painter's tape or blue tape may be used to hang decorations, provided that it is removed following the event.

### **Food and Drink**

Food must be limited to simple finger foods. Note that there is no stove, oven, microwave or refrigerator and none are permitted. No alcohol is allowed.

### **Clean Up**

If you serve refreshments, you must clean up any spills and crumbs. Ask the building attendant for the vacuum cleaner (in the custodian's closet). You are responsible for the cost of any extraordinary clean up required after your use.

### **Damages**

Any damage to the facility, ie walls, doors, tables, chairs, floors or pianos beyond normal wear and tear, will be billed to the MTAC member in charge of the event where the damage occurred.

### **Admission Fees or Donations for Performances**

When the Wind Room is rented through MTAC, members are prohibited from collecting any mandatory admission fees for any event. Free will donations are acceptable. This is Foster City policy.

### **Usage Limitations**

**Wind Room booking is available only for San Mateo Branch teachers.** MTAC teachers from other branches are welcome to apply for Contributory Membership to our branch in order to gain access to reserving the Wind Room. Teachers must book their own recital hall times. If you are sharing a recital with another teacher, you may only reserve a maximum of two consecutive 3 hour slots in any given day. Members are allowed to use the room only for recitals and small ensemble performances where they are involved as performers or for their own student recitals. **MTAC events may take place only in the Wind Room**, unless prior arrangement has been made to use another room or the out door patio. Office equipment in the building is not for MTAC use.

### **Safety and Courtesy**

Noise in the hallway is very disruptive. Loud rambunctious behavior is prohibited at all times. Sometimes people occupy the adjacent rooms, so please make sure your group remains quiet and courteous. Adults must supervise children at all times.

**Emergencies**

Call the front desk of the Foster City Recreation Center 650-286-3380. (this includes if the building attendant has not unlocked the doors)

Questions? Contact Recital Hall Director Natalie Griffin [mtacsm.recital.hall@gmail.com](mailto:mtacsm.recital.hall@gmail.com).

Please keep a copy of this contract for your own records.

**Sign if this applies to your rental:**

**If you are the last teacher of the day and you don't replace the piano you will be charged a mandatory \$50. This must be paid to the branch before you will be allowed to book the Wind Room on another occasion.**

I am the last teacher of the day on \_\_\_\_\_ and I understand that if I don't properly stow the pianos I will be required to pay a penalty of \$50.

\_\_\_\_\_  
**Signature**

**All must sign - if sharing the rental, all teachers who will be present must sign:**

**I have read this contract in its entirety, and I agree to its conditions. I understand that any violation of this contract normally will result in my rental privileges being revoked and I will be required to pay a \$200 penalty. In case of any legal action concerning or arising out of this contract, the prevailing party shall be entitled to attorneys' fees and costs.**

\_\_\_\_\_  
**Signature(s)**

**Date** \_\_\_\_\_

**MTAC membership number (found on your MTAC ID card)** \_\_\_\_\_