



REQUEST FOR USE OF THE ISM KEYBOARD INSTRUMENTS

- T&B Continuo Organ
- Kingston Harpsichord
- Dowd Harpsichord
- Great Hall Piano (usage only in the Great Hall)

Individual/Organization Requesting Use of the Instrument(s): _____

Date(s): _____

Time(s): _____

Activity and Location (*recital, lecture, theatrical event, etc.*): _____

Person(s) Responsible & Phone and Fax Number(s): _____

Person(s) Performing Phone and Fax Number(s):

***** When you are finished with the instrument, you are responsible for putting the cover back on. *****

If it is necessary for an instrument to be moved, notify the ISM Instrument Coordinator;
if its use is for an official Yale recital, the funds for the move would need to come from your department's
program budget, otherwise, you may be responsible for costs associated with the move.

Moving of any instrument must be supervised by ISM staff or designated mover(s).

*Please submit this form to the ISM Instrument Coordinator, Laura Chester, first floor ISM, Room N112.
Submit at least one month prior to event.*

CONFIRMATION OF APPROVAL FOR USE OF THE KEYBOARD INSTRUMENTS

APPROVAL FOR USE OF KEYBOARD INSTRUMENT:

(signature & date) _____