

Piano Rental Form

This form must be submitted **2 weeks prior to rental request date**. **Important: Filling out this form does not guarantee your reservation** you must contact an Wellness & Community representative to confirm your reservation request, 415.476.2675.

Please email this form to wellnessandcommunity@ucsf.edu

Date submitted: _____

Contact Person _____ Dept. _____

Phone _____ Box# _____

E-mail _____

Event Name _____

Event Date _____ Times piano is needed _____

Location _____

PIANO RENTAL RATES (piano rental rates includes one practice prior to performance)

Select one of the following:

Cole Hall Steinway Grand *(Non-UCSF usage of the Cole Hall Piano required sponsorship from a UCSF organization)*

Basic Rates:	Registered Campus Organization	UCSF Dept.	Non-UCSF
Piano Rate	\$150	\$200	\$300
Tuning (two weeks prior to event)	\$150	\$150	\$150

<p>Services Requested</p> <p>___ Piano rate</p> <p>___ Piano tuning</p> <p>TOTAL COST _____</p> <p>Make checks payable to: <i>UC Regents</i></p>	<p>Chart of Accounts</p> <p>Bus Unit _____</p> <p>Fund _____</p> <p>Dept ID _____</p> <p>Project _____</p> <p>Activity Per ____</p> <p>Function ____</p> <p>Flex Field _____</p>
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Authorized UCSF Name (print): _____

Authorized UCSF Name (signature): _____ Date: _____

For Wellness & Community office use: Processed by _____ Date _____