

Forbes Pipe Organ Protocol

Use of the Forbes Pipe Organ for recitals, concerts and special events is to be encouraged and the general public may be given a chance to play the instrument from time to time. Demonstrations of the organ for interested parties will be allowed.

University organist Paul Woodring is designated curator of the Forbes Pipe Organ. In this role he will watch over the instrument, report maintenance and repair concerns to PAC administration for action, evaluate guest organists and introduce approved users to the instrument, as well as play the organ for several services on behalf of the university each year. Normal tech labor charges will not be assessed when cost is incurred in support of Woodring's duties as curator. Woodring will assist to develop and maintain a list of pre-qualified organists from our area. When a sponsor wishes organ 'accompaniment' the list can be provided as a reference for the group.

A group or an organist must approach PAC administration to schedule use of the organ for a recital, concert or special event. The managing director will follow normal protocol to schedule rehearsal time with the organ. An individual or group may approach either the managing director or Woodring to schedule a demonstration. If Woodring is approached, he may make arrangements for time in the hall directly with the PAC production coordinator.

If a public use of the organ is to be promoted in printed materials, on television or on-line, the Forbes Pipe Organ "mark" must be used and guidelines for its use will be provided to sponsors. PAC Administration also has a catalogue of approved photographs which may be used in publicity, at the sponsor's discretion.

There will be no rental or maintenance fees charged for use of the organ. If the sponsor causes damage to the organ, they may be charged for repairs. If PAC tech staff must be brought in specifically for an organ rehearsal or demonstration, the sponsor may be charged tech labor at the typical hourly rate.

Organists must not sit on the organ bench with anything at all in their back pockets that could damage the bench. Pants can not have rivets. Shoes need to be all leather or none at all. No drinks are allowed in the organ console area.

The PAC will enter into a contract for annual maintenance of the instrument with the Fisk company. In addition, the PAC will set aside \$8,500 annually in its Major Equipment Maintenance and Repair Program for instrument repairs. This amount may be adjusted as the need demonstrates.

Established June 11, 2007