Woodward Academy
Gresham Chapel Stage Use Policies

The wooden stage floor in Gresham Chapel was refinished in fall of 2015, so in order to properly care for the floor, please honor the following policies:

Care of the Gresham Chapel Stage floor:

- Strike tape will be stored in the podium in an assortment of colors and is to be used to mark the chapel floor. Only use strike tape on the floor!
- After your event, please remove all of the tape from the floor.

Care of the Steinway Grand Piano and Pipe Organ:

- It is very important that the piano be covered when not in use. Always close the piano and place the cover. The cover will protect the piano and help maintain the proper tuning.
- The piano itself needs to be stored on the stage right corner of the stage (opposite of the organ) as long as the risers are not up.
- No food or drinks may be placed on the piano or organ.
- Please do not prop the exterior doors open for an extended time as the changes in temperature will affect the tuning of both instruments.

Use of chairs, risers, etc. on the stage:

- After you request your event, time, and needs, and they have been approved, a TMA ticket to facilities needs to be submitted with set-up details or you can specify in your reservation.
- Please leave the chapel in good condition, as other groups may be using the chapel before housekeeping has an opportunity to clean the building.

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