

MEMORANDUM OF UNDERSTANDING

Between the Akron-Summit County Public Library and the Western Reserve Music Teachers Association—formerly Summit County Ohio Musica Teachers Association (SCOMTA).

Purpose

This Memorandum of Understanding (MOU) establishes the guidelines for the ongoing partnership between the Akron-Summit County Public Library (ASCPL) and the Western Reserve Music Teachers Association (WRMTA) regarding the use of the Library's Auditorium and Steinway Grand Piano, and in recognition of the financial support from the Western Reserve Music Teachers Association to purchase the Steinway Grand Piano.

The purpose of this MOU is to define the terms under which WRMTA and its teaching members may use the ASCPL Auditorium and Steinway Grand Piano for recitals and performances, supporting community music education and programming.

Terms of Agreement

1. Exclusive Annual Recital Reservation

WRMTA shall have exclusive use of the ASCPL Auditorium annually, during regular Library hours, on the Sunday that falls 10 days before Thanksgiving, for a joint recital hosted by the association. This reservation will be confirmed each year by the ASCPL Events Department in coordination with WRMTA's designated representative.

2. Individual Studio Recitals

Individual teaching members of WRMTA may reserve the Auditorium for studio recitals on Sundays during regular Library hours throughout the year when the Auditorium is not being used for Library programming. These reservations may be made up to 6 months in advance and must be coordinated between the WRMTA Treasurer and the ASCPL Events Department. All individual recital reservations must be made under the WRMTA umbrella to qualify for the established rental rate and to avoid being charged the Library's standard "Commercial/For-Profit Rate."

3. Rental and Piano Maintenance Fee

A flat rental rate of \$125 will be charged per recital reservation. This fee supports the monthly tuning and ongoing maintenance of the Library's Steinway Grand Piano. This rate applies equally to both the annual joint recital and individual studio recitals.

4. Piano Care

ASCPL agrees to maintain the Steinway Grand Piano, including monthly tuning by a qualified technician and annual regulation and voicing as needed to ensure performance quality.

5. Membership Requirements

Only current members of WRMTA are eligible to schedule recitals under the terms of this agreement. Non-members or members of other organizations must coordinate directly with ASCPL and will be subject to the Library's general meeting room rental policies and rates.

6. Scheduling and Coordination

WRMTA teachers may email the ASCPL Events Department and CC the WRMTA Treasurer (or designated liaison) as early as six (6) months ahead of the requested date. All requests will be processed on a first-come, first-served basis, subject to availability.

The WRMTA Treasurer or designated liaison will confirm the requesting teacher's active WRMTA membership with the ASCPL Events Department.

Within two (2) weeks of receiving the request, ASCPL Events staff will review date availability and respond to the WRMTA member.

Upon confirmation of the reservation date, ASCPL Events staff will issue an invoice. Payment must be received by the due date, no later than two (2) weeks prior to the reserved date.

ASCPL Events staff will coordinate and communicate monthly piano tuning with the WRMTA member as close as possible to the recital date and will make every effort to ensure the Steinway Grand Piano is in good working order.

If a WRMTA member requests piano tuning on the recital day, the member must coordinate this request in advance with the ASCPL Events Department. Such tuning is subject to the availability of the Library's contracted tuner, and the WRMTA member will be invoiced separately for the additional service.

Term and Termination

This MOU will remain in effect for five (5) years and may be renewed by mutual agreement. It may be reviewed annually and may be modified by mutual written agreement of both parties. Either party may terminate this MOU with 6 months' written notice. Notice may be given to the currently sitting President of WRMTA, or to the ASCPL Executive Director. If the MOU is terminated by either Party, steps shall be taken to ensure that the termination does not affect any prior obligation, project, or activity already in progress.

Signatures

For Akron-Summit County Public Library

Signature: 

Name: Michelle Alleman

Title: Executive Director

Date: February 6, 2026

For Western Reserve Music Teachers Association

Signature: 

Name: Kathleen L. Merwin

Title: WRMTA Secretary

Date: February 6, 2026