

Higley Unified School District

School Instrument Loan Agreement

You have been approved to rent a school owned instrument. It is important that you treat it with utmost care. You (or your parent/guardian) are expected to return the instrument in the condition in which you received it. Should the instrument need normal repair or maintenance, please let your teacher know and he/she will send it to the repair shop. Your instrument rental fee of \$100 will cover these costs. **Never repair an instrument without contacting your student's Band/Orchestra Teacher. It will be your responsibility to repair or replace the instrument at your own expense should the following occur:**

1. The instrument becomes unplayable due to neglect.
2. The instrument is damaged.
3. The instrument is lost or stolen.
4. You allow another person to touch your instrument and they cause damage.

If the instrument cannot be repaired due to neglect or damage, or is lost or stolen, it must be replaced with the same brand, model, fair market value and playing condition as the one that was issued. ***Please make checks payable for \$100 to HUSD #60 or cash***

Person Checking Out Instrument (filled out by parent)		
Student Name	School	
Home Address	Home/Cell Phone	Work/Other Phone
City, State, Zip	Purpose for Which the Instrument is Being Used <i>Band Class</i>	
Description of Instrument Being Loaned (filled out by director)		
Instrument: _____	Mouthpiece: _____	
Serial Number: _____	HUSD Asset Number: _____	
Model Number: _____	Accessories: _____	
Condition of Instrument at Checkout:	Excellent	Good
	Fair	Poor
Dates Item Will Be Loaned From: <i>July 2021-May 2022</i>	Additional Terms/Comments:	

***Parent/Guardian: Please read, print and sign below. Return this form to your child's band teacher with payment of \$75.**
 I understand that my child is using a school owned instrument. I understand the above conditions regarding financial responsibility in the event of loss, damage or neglect. At the end of the school year I understand the instrument will be returned in the same condition in which it was received. I understand the instrument will be returned immediately in the same condition in which it was received if my child no longer participates in the SMS Band program. I also understand that I must supply all items listed (see attached) to keep the instrument in proper working condition.

Released to: _____
 Signature of Student _____ Date _____
 Signature of Parent/Guardian _____ Date _____

Released by: _____
 Signature of Teacher or Other School Official _____ Date _____
 Printed Name of Teacher or Other School Official _____

HINTS ON INSTRUMENT CARE

1. Always keep the instrument in a safe place and in its case when not in use.
2. Do not leave or store your instrument in a vehicle. The hot temperatures can damage the instrument.
3. Never let friends, non-trained family members or other students play the instrument.
4. Practice with clean hands and mouth. Don't eat or drink during your practice time, especially sugar drinks & food.
5. Clean the instrument before putting it away.
6. Follow your instructor's directions about the care and maintenance of the instrument you are using.

If you cannot reach your child's teacher and are moving, please contact your school secretary. You have been provided 2 copies, one for your records and one for your band director.

Office Use Only

Rental Fee Paid _____ Cash _____ Check/Number _____ Other _____
 Teacher Signature _____ Date _____ Receipt # _____