Lionel Hampton School of Music
Spring 2018 Instrument Loan Agreement

The upper portion of this form is to be filled out completely before the student requests an instrument.

Name:_________________________________________ ID#:____________________________________
E-mail:_________________________________________ Phone:____________________________________

Date the instrument was received:_____/_____/____
Instrument must be returned by:_____/_____/____

Fee Schedule:
$100: Major Instrument Rental
$50: Secondary Instrument Rental
* A $10 late fee will be charged to your student account if the rental fee is not paid by beginning of the 3rd week of classes.
* VMB rentals exempt from fee are: Marching Percussion, Sousaphone, Baritones, Mellophones.

By signing below, I agree that:

1) The instrument is for my sole use and I will not loan it;
2) I will safely store the instrument in a locked locker when not in use;
3) I will not remove the instrument from campus during breaks or holidays without studio teacher approval;
4) I will return the instrument on time and in the same condition as received, with allowance for reasonable wear and use;
5) Failure to abide by these conditions will result in my being charged for rental and/or repair, in an amount up to the replacement value of the instrument, as determined by the LHSOM faculty

Student Signature:________________________________________________

Studio Teacher or Ensemble Director Signature:________________________________________

To be completed by the Instrument Room Manager

Instrument type:________________________ Serial:________________________
Brand:________________________ UI Inventory:________________________
Damage/Flaws:____________________________________________________________________
Date Returned:________________________ Initials:________________________
Accessories Missing:________________________________________________________________
Repairs Needed:____________________________________________________________________

Amount due: $ ____________

Payment Received:

Office Signature: __________________________