

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: