

Instrument Loan Agreement

TERM: **FALL** **SPRING** **SUMMER** **YEAR:** _____

STUDENT INFORMATION

Name:	Date:
U.C. Student Number:	Email Address:
	Phone Number:

INSTRUMENT INFORMATION

Instrument:	Course(s) instrument required for:
Make/model:	Mouthpiece:
Serial #:	Case #:
Check out date:	Expected Return date:

INSTRUMENT CONDITION ON CHECK OUT

Please indicate **condition of instrument**, including any missing or broken parts, dents, scratches, etc.:

Please indicate **condition of case**, including any missing or broken parts, dents, scratches, etc.:

I have inspected the instrument and case and agree with the conditions indicated above.

Student Name (Print):

Faculty Name (Print):

Student Signature:

Faculty Signature:

Date:

Date:

TERMS OF LOAN AGREEMENT

I have received the instrument / case listed above. I agree to maintain and return these articles in the same condition in which they were issued. I have read and agree to the following terms:

- This instrument is provided to me for use in Union College Music Department sponsored courses and activities only.
- I am responsible for this instrument from the date of issue until the instrument has been returned and checked in.
- College owned lockers and locked storage rooms are provided for the convenience of students. However, use of these facilities does not relieve me of responsibility in the event the instrument is damaged, stolen, or lost. The College does not carry insurance on instruments owned by the College or on instruments rented or loaned to the College for use by students.
- I understand that I am financially responsible for loss or failure to return instrument / case, regardless of cause, including, but not limited to, theft from a College locker or storage room.
- I understand that I am financially responsible for any damage that occurs to this instrument outside of normal wear and tear, including but not limited to dents, scratches, or damage caused by improper maintenance, whether accidental or intentional.
- I understand that my course enrollment and / or graduation may be affected if any claims on lost, stolen, or damaged property have not been resolved.
- If repairs or replacement are required, the cost will be determined by a licensed dealer chosen by the Union College Music Department and I will be notified via email of my financial obligation of costs.

Student Signature: _____ Date: _____ Continued on next page

INSTRUMENT CONDITION ON RETURN

Faculty: Please assess instrument and case and indicate next steps:

The instrument was returned in the same condition as time of loan agreement, or in a condition consistent with normal wear and tear for the period of the loan. Return instrument to _____ for rental return.

Repairs required for the following:

Please indicate **condition of instrument**, including any missing or broken parts, dents, scratches, etc.:

Please indicate **condition of case**, including any missing or broken parts, dents, scratches, etc.:

Repair in-house if possible.

Request repair quote from licensed dealer or technician.

Instrument not returned. Request replacement quote from licensed dealer.

I have inspected the instrument and case and agree with the action indicated above.

Student Name (Print):

Faculty Name (Print):

Student Signature:

Faculty Signature:

Date:

Date:

DEPARTMENTAL USE ONLY

Indicate dates below as necessary.

_____ In-house repair completed	_____ Student notified of cost
_____ Quote requested	_____ Hold placed on student account
_____ Repairs/Replacement initiated	_____ Balance received from student and hold removed