

# Check-out Form for School-Owned Musical Instruments

Alvord ISD provides large instruments, percussion equipment, and smaller instruments on a limited basis. The contract is given to the student at the time the instrument is issued. All students must provide their own mouthpieces and accessories (valve oil, reeds, etc.).

Name \_\_\_\_\_ Instrument \_\_\_\_\_ Brand \_\_\_\_\_  
Serial Number \_\_\_\_\_ Value \_\_\_\_\_

Accessories:

_____ Case	_____ Neck Strap
_____ Mouthpiece	_____ Lyre
_____ Ligature	_____ Cleaning Rod
_____ Mouthpiece Cap	

The instrument is loaned to the student for a period extending from \_\_\_\_\_ to \_\_\_\_\_

## WE ACKNOWLEDGE RECEIPT OF THE ABOVE INSTRUMENT AND ACCESSORIES AND AGREE TO THE FOLLOWING:

1. To be personally responsible for the safe-keeping of this instrument and return it in the condition it was issued to me.
2. Immediately to return the instrument to the school upon request of the director or principal.
3. To maintain the instrument in good condition at all times including having it repaired as deemed necessary and as requested by the director. (Any repairs which are to be paid by the school must be handled by the band director.)
3. To have the instrument assessed by the band director at the end of the contract period and pay a fair assessment for all damage in excess of normal wear and tear.
4. To allow no person other than myself to play, handle, or use this instrument without specific permission of the director.
5. Due to the limited number of instruments/equipment owned by the school, my use of the instrument/equipment may be precluding another student from using it. Therefore, I agree to be a positive contributor to the program by practicing and maintaining proper demeanor.
6. To use the instrument in the best of my ability for serious study including regular attendance at all organizational rehearsals and performances, regular home practice and additional instruction and study when possible.
7. If an instrument is lost or stolen while checked out to me, I am responsible for reporting the incident, turning in a police report and possibly paying the replacement cost.

\_\_\_\_\_  
Signature of Parents/Guardian

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Cell Phone

This form must be signed and returned before the instrument is released to the student. It will be kept on file until the instrument is checked in.

TO BE COMPLETED WHEN THE INSTRUMENT IS CHECKED IN:

The above named instrument has been returned in satisfactory condition.

Date \_\_\_\_\_ Signature of Director \_\_\_\_\_