**INSTRUMENT USE AGREEMENT**

Instrument: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Case #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instrument make and model:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Locker #: \_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (include city, state,zip):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester (circle one): FALL SPRING OTHER

Condition:

* New
* Good playing condition
* Damaged, not in playing condition
* Damaged beyond repair

Date Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Condition Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accessories

* Mouthpiece (brass)
* Mouthpiece, ligature, cap (woodwinds)
* Cork grease/slide grease
* Valve oil/rotor oil
* Cleaning swab

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this agreement, you agree to the following statements:

I hereby assume and shall bear the entire risk of loss arising from theft, loss, or damage to this instrument listed above from any and all causes. I will maintain this instrument during the time in which it is issued to me**. I understand the PROPER processes for providing daily maintenance and that I am responsible for providing daily maintenance (including but not limited to greasing, oiling valves, swabbing, and slide care) during the time in which this instrument is issued to me.** I will return this instrument in the same condition in which it was issued to me, excepting the slight wear and tear possible from normal use. I agree that ARCC Director of Bands will define the condition of this instrument at check-out and return. If this instrument is returned in a condition worse than when it was checked out, I will pay for any and all repair costs incurred by ARCC to return this instrument to its original condition. The director of bands will designate a day and time for the return of your specific instrument. If this instrument is not returned to the Director of Bands or the College Lab Assistant and the prearranged day and time, the following steps will be taken to return the instrument:

1. A hold will be placed on your records, preventing you from obtaining transcripts, transferring records, and registering. The hold will remain on your records until the instrument is either returned or a replacement cost has been paid to ARCC.
2. ARCC will take all necessary legal action to recover the instrument or the replacement cost, which may include, but is not limited to, the use of a collection agency or the Department of Revenue.

I have read the above agreement. I understand and agree to abide by the policies and procedures as stated in the Instrument Use Agreement.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_