

Richland School District Music Equipment Liability Agreement

User's Name: _____ Grade Level: _____

Renting for: Semester School Year August/August Summer

Phone: _____ Email: _____

Equipment Description	Serial Number	New Replacement Value
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I hereby take responsibility for the above equipment and understand the following:

1. It is the user's responsibility to make sure that the school equipment is taken care of properly.
2. It will be the user's responsibility to pay for any damage repairs and missing parts to the school equipment. Normal wear and tear on the equipment is expected and will be the responsibility of the school (see below). Normal wear and tear should not exceed the amount of rent paid for the duration of the rental period. In the event of unusual or excessive damage, the equipment will be taken to a repair store of the director's choice. The cost of repair for this damage will be the responsibility of the user. If unpaid by the end of the year, it will be added onto the fine due by student.
3. It will be the user's responsibility for the cost of general upkeep. General upkeep is understood to include daily cleaning and maintenance such as oiling of valves, swabbing of instrument, polishing, greasing of slides, and the like. General upkeep also includes any supplies such as reeds, strings, valve oil, slide grease, cork grease, rosin, support straps, mouthpieces, ligatures, caps, playing straps, etc.
4. The equipment, while in the user's possession, will be used for school activities and functions approved by the director(s) or as agreed upon by the director(s) for community club/activities.
5. It is the user's responsibility to return equipment on _____ Additional fees will be placed upon the user's account (fine list) in the event that the equipment is not returned by the listed date. It is the responsibility of the user to contact the director prior to the scheduled time if there is a conflict.

Normal Wear

It is the district's goal to issue instruments that are in good working order with all necessary lubricants and working parts. If there is something wrong with the instrument, within the first week the student shall report it to the director so that the instrument can be made in good working order. After that, any reported problems will fall under either normal or excessive wear. Normal wear is understood to occur and will not be billed as damaged. Unusual wear or damage that occurs by negligence or accident while in the user's care will be billed as damaged to the user. Examples of damage to the equipment are, but not limited to, dents, breaks, scratches, tears, bends, theft, loss of all or parts of the instrument, and water damage.

Usage Fee

- As of June, 2012, it is the policy of the Richland School District to charge: **\$40/school year, \$25.00/summer or \$50 calendar year August/August** for rental of a school instrument. The fee is to cover normal expenses of upkeep to the school property. This money is non-refundable and does not exempt fees for damages done by the user of the instrument.

I have read the above listed responsibilities and accept them.

Student Signature

I have read the above listed responsibilities and agree to them.

_____/_____/_____
Date

Parent Signature

_____/_____/_____
Date

