CMCS Band Instrument Rental Agreement

Student’s Name Parent or Guardian’s Name

Address Home Phone Work Phone

Email Address

**The above student is eligible to use the school-owned instrument indicated below if:**

1. **This rental agreement is signed.**
2. **The student regularly attends instrumental music class.**
3. **The instrument, accessories, and case are maintained in good condition.**
4. **The form is returned fully filled out within a week of administering the instrument.**

Instrument Estimated Replacement Value $

Make School Number

Case Accessories (i.e. mouthpiece) Other

Rental Period Date of Rental

Comments:

1. I hereby request use of the instrument and accessories described above.
2. I agree to and will adhere to the payment schedule set up by Mr. Lybeck and the school ($10/month, due the first rehearsal of the month).
3. I agree to be responsible for any damage or loss that may occur while in my care, including string breakage/reed/mouthpiece replacement needs and shall pay the cost of repair or replacement upon request of the music teacher. Normal “wear and tear” will be covered by the school.
4. Rental instruments must be returned at the end of the rental period or earlier if the student ceases attendance at the school named above.

Parent or guardian’s signature

Student’s signature

Teacher’s signature \_\_\_\_\_\_

**Please return this form to the music teacher signed with rental fees/eligible fee waiver. Rental agreements will be kept in the school until the instrument is returned.**

Instructions

**for filling out the instrument rental agreement**

Please fill out the rental agreement and return it, along with the first month’s fees, to Mr. Lybeck at school within a week of receiving it. Please attach a name tag to the handle of the instrument case (provided by the school).

How to fill out the form:

* Fill in the top five fields, marked **Student Name, Parent Name, Address, Phone, and Email**.
* Write in **your school** and the type of **instrument** on the correct line.
* Your teacher will write the estimated replacement value on the line.
* Write in the number of your instrument’s **case** on the correct line.
* For **rental period**, enter the school year (ie: 2010-11) and for **date of renta**l fill in today’s date.
* Find the **brand name** (ie: Selmer, Armstrong, etc.) and the **serial number** on the instrument and record that information. Usually the serial number is a long group of numbers located on the main body of the instrument.
* **Accessories** include: mouthpiece, cleaning materials, oil, cork grease, swabs, neck strap, slide oil and/or ligature. Please record what you find in the case.
* If you need help with the rest of the middle section, your teacher can assist you.
* In the **comments** section, please indicate any existing damage to the instrument and case (dents, scratches, etc.) and anything missing (mouthpiece, ligature, etc.) When the instrument is turned in, **you will be financially responsible** for any damage or missing items not noted in this area, so please be thorough! Attach another sheet if necessary.
* Parents, please sign the form on the correct line.
* Students, please sign the form on the correct line.
* Indicate Mr. Lybeck next to the word “**teacher”**.

***Thank you!***