

Lawrence Township School Instrument Usage Agreement

The following is a contractual agreement between Lawrence Township Schools and the families of students using school-owned instruments:

The instruments provided by MSD Lawrence Township are school property and are offered as a service to students who currently do not own an instrument. These instruments have a base value ranging from \$200 to \$10,000 (depending on the instrument). We are aware that daily use by students can cause wear and tear. Normal wear and tear does not include deep scratches, cracks, dents, bent keys or valves, or anything caused by dropping the instrument or leaving it any place where the temperature is above 80 degrees or below 45 degrees. It also does not cover water damage or the use of unapproved cleaning products. To assure the longevity of these instruments, we are respectfully asking students and their families to respect our efforts to preserve these instruments as they will be used by other students in the future. Therefore, a small yearly rental fee of \$_____ is required for students who are currently using school-owned instruments to help cover repair costs and instrument accessories.

Students wishing to obtain and use a school-owned instrument must fill out this form. Parents or guardians assume the responsibility for any major repairs incurred during the time the instrument is being used by the student. Parents and guardians agree to reimburse for the cost of the instrument if it is lost or stolen. Students may be kept from graduation if these funds are not covered by that time.

Students renting a large instrument (as determined by the director) will be required to bring their instrument into the director at least 2-3 times each month and at least one day prior to a concert day for routine maintenance, and tuning. The instrument will be used at the concert and is to be taken back home the night of the concert. In addition, they will have an instrument to use at school, free of charge, so they do not have to transport the instrument back and forth on a regular basis.

To be completed by director upon assignment

Type of Instrument _____

Make/Model _____

Serial Number _____

Accessories Included _____

Condition of Instrument at Time of Rental _____

Approximate Instrument Reimbursement Cost _____

**Retain this form for your records*

To fill out the form electronically, please scan the QR code.



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A new form should be completed for each instrument rented through LT Schools.

School (*circle one*) WR BMS FCV LC LN

Area (*circle one*) BAND ORCHESTRA

Student's Name _____ Parent's Name _____

Address _____

City, State, Zip _____

Phone #1 _____ Phone #2 _____

Student E-mail _____

Parent/Guardian E-mail _____

Student, please initial here _____ to agree with the following

- I understand that I am borrowing a school-owned instrument so that I may participate in an LT instrumental ensemble.
- I accept full responsibility for the safekeeping of the above described property and to return the instrument in the same condition as when it was loaned to me.
- I agree to report any loss or damage to the instrument/accessories immediately to the director
- I agree to make no repairs to the instrument myself or to permit anyone else to do so without permission from the director.
- I agree to return the instrument to the director upon request at any time prior to the expiration of this contract.

Parent/Guardian , please initial here _____ to agree the following

- I agree to pay for the cost of repair or replacement. If this instrument or accessories are lost, destroyed, or damaged due to neglect or carelessness during the rental period covered by this Contract.
- I agree to pay for the rental of this instrument based on the terms agreed to on the back of this contract.
- I agree to return the instrument to my home school prior to withdrawing.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

