

Instrument Loan Agreement

School of Music
Western Michigan University

Instrument Control - Dalton 2120

Student: Complete section 1, sign below, SAVE, and send to faculty member. Once signed by faculty, send to music-instruments@wmich.edu

Faculty: complete section 2, or provide Instrument Control with a class list and instrument rotation schedule if applicable.* You may indicate specific instruments above (Make and/or Case No.) if known. SAVE and send back to student.

STAFF ONLY:

Instrument:		
Inventory:	<input type="checkbox"/> SCHOOL	<input type="checkbox"/> RENTAL
Case/Inst No.:		
Property No.:		
Make:		
Serial No:		
Accessories: Must be returned with instrument	<input type="checkbox"/> Bow <input type="checkbox"/> Mouthpiece <input type="checkbox"/> Neck-Strap <input type="checkbox"/> Other (Specify):	
Other IC Loans: (if applicable)		

1 LOANED TO:		
Last Name (write legibly!)		First Name
WIN NUMBER	WMU EMAIL	2nd EMAIL
EXPECTED GRADUATION YEAR	HOME NUMBER	CELL NUMBER

CONDITIONS OF AGREEMENT:

The cited instrument is the property of Western Michigan University. In the event of loss, destruction, or damage of the instrument or its case, with exception to the wear of ordinary use or damage by a travel company (for tours). I am fully responsible for its replacement (or repair) cost with an instrument selected by the School of Music of comparable or better quality. I will return the instrument by the end of the current semester or the cited date. If it to be used for a longer period, I will make this know to the school and follow the proper renewal procedure.

I am NOT authorized to transfer this loaned instrument to anyone else.

Signature Of Lessor	Date
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**WMU Instrument Control and its staff reserve the right, without exception, to refuse the loan of an instrument if the appropriate authorization and/or applicable documentation is not provided at the time of check-out.*

2 FACULTY AUTHORIZATION:*	OR	
	FACULTY NAME (Print First /Last)	
<input type="checkbox"/> ON CLASS LIST*		
MUS: _____	SIGNATURE	DATE
Time Period Loan:	<input type="checkbox"/> Current Semester <input type="checkbox"/> Until Date:	
Reason For Loan:	<input type="checkbox"/> Private Study <input type="checkbox"/> Ensemble (Specify): <input type="checkbox"/> Tour/Summer REQUIRES PROOF OF INSURANCE*	
	<input type="checkbox"/> Methods Class	

Office Use Only		
	Date Loaned	Date Returned
	Staff Member (print first/last)	Staff Member (print first/last)

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