

SHORT-TERM INSTRUMENT LOAN CONTRACT (no fee)

- Persons requesting use of an MSU instrument must have approval from the applied music instructor.
- Because the user will be held financially responsible for the instrument and its condition while under this contract, he/she may wish to arrange to insure it against loss or damage.
- The instrument must be kept secure in a locker or a locked practice room when not in use.
- Violations of this loan contract will result in loss of loan privileges.
- Any instrument left unsecured will be subject to repossession and the user will be subject to forfeiture of the non-refundable instrument loan fee, a \$100 fine, and loss of loan privileges.

CONTRACT

1. I understand this instrument is not insured by the University, that I am financially responsible for the instrument while under this contract and that the instrument must be kept secure at all times.
2. I will return the instrument in its current condition to the Instrument Repair Shop not later than the date stipulated below.
3. I will immediately report to the Applied Faculty member any loss, theft, or damage to the instrument or accessories and will fully pay any claim.
4. I understand that failure to meet the terms of this contract will result in a fine and/or loss of loan privileges.
 - a. If all or any portion of the loaned equipment is returned late I will pay a \$10 fine plus a fine not less than \$1 per day (including weekends and holidays) for each day after the due date until it is returned to the Instrument Repair Shop.
 - b. I understand that any fees or fines assessed for the use, loss, or damage of the instrument will be billed to my university account.
2. I understand this contract will be fulfilled when:
 - a. I deliver the instrument and all accessories in person to the Instrument Repair Shop; and
 - b. The instrument technician or applied faculty member has verified the instrument, its condition, and its accessories; and
 - c. Both I and the instrument technician or applied faculty member sign the contract indicating that the instrument is checked in; and
 - d. I pay all assessed fees, fines, or claims.

STUDENT INFORMATION

Student Name: _____ M #: _____ Cell Phone: _____

Email Address: _____

Complete Home Address: _____

Complete Local Address: _____

(more on back)

INSTRUMENT INFORMATION

Instrument Description: _____ Ser.# _____

MSU# _____ Condition: _____

Accessories: _____

CHECK OUT

I have read, understand, and will comply with all points of this Instrument Loan Contract. I acknowledge receipt of and full responsibility for all items listed.

Student Signature _____ Date _____

Checked out by (faculty) _____ Date _____

When is the instrument due back _____

CHECK IN

Student Signature (Check in): _____ Date _____

Checked in by (faculty) _____ Date _____

FEES TO BE CHARGED

Loan fee: \$ _____
Late fee: \$ _____
Damage/loss fee \$ _____
Unsecured fee \$ _____
Total fees \$ _____
