



# RISD School Owned Instrument Check-out Form

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Instrument Make & Model \_\_\_\_\_ Serial Number \_\_\_\_\_

This is to certify that I am using a school-owned instrument. I understand the guidelines concerning use of my school instrument (*found on the reverse of this form*) and will observe all guidelines.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Student Musician*



Approximate replacement cost of this instrument is:

I have read the guidelines for using a school-owned instrument (*found on the reverse of this form*) and understand how it applies to my child.

I hereby agree to hold myself personally and financially responsible for any damage or loss of the instrument while it is in my care. I understand that the RISD does **not** provide off-campus insurance coverage for damage/theft of this instrument. I will allow no other person than the student designated below to use the instrument. I agree to maintain the instrument in its current condition and return it when requested by the director.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Parent/Guardian*

***Make \$100 check payable to your band or orchestra booster club***

**For office use:**

Rental Fee \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck/Cash \_\_\_\_\_ Date Issued \_\_\_\_\_

Date returned \_\_\_\_\_ Recondition Fee \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck/Cash \_\_\_\_\_

**Condition of Instrument and Case**

*New*     
  *Excellent*     
  *Good*     
  *Fair*     
  *Poor*  
 (Provide detailed information if "good," "fair," or "poor" is checked.)

*Bocal*   
  *Mouthpiece*   
  *Neck Strap*   
  *Seat Strap*   
  *Other*  
 *Bow*   
  *Shoulder Rest*   
  *Rock Stop*   
  *Mute*   
  *Rosin*   
  *Other*



## RISD School Owned Instrument Guidelines

- Students in band and orchestra, grades 6-12, are required to provide an instrument. The maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.
- In band, grades 6-12, the District has a limited number of instruments that may be available for an annual usage fee of \$100.
- The following instruments may be available for band students to use: piccolo, oboe, bassoon, bass clarinet, tenor saxophone, baritone saxophone, French horn, bass trombone, euphonium, tuba, and ensemble percussion instruments.
- The following instruments may be available for orchestra students to use: violin, viola, cello, bass and harp.
- The instrument usage fee for school owned instruments is \$100.00 per year. All students (including percussionists) who play school owned instruments will be charged \$75 per year. This is a very minimal fee considering that most of the school owned instruments cost several thousand dollars each.
- Band students must provide their own personal accessories such as mouthpiece, drum sticks, and reeds.
- Orchestra students must provide their own personal accessories such as rosin, shoulder pad, mute or rock stop.
- In addition to the usage fee, students are responsible for maintenance, repair and upkeep of the instrument.
- Students and parents need to be diligent regarding instrument maintenance to keep the instrument in top playing condition.
- Instruments must be returned at the end of the school year in the same condition as issued, minus normal wear and tear. Any costs associated with damage from negligence or malicious intent will be assessed to the student and parent.
- RISD does not provide insurance coverage for damage/theft of school instruments. It is the responsibility of the parents and student for the full replacement value of the instrument should it be damaged beyond repair or stolen while issued to the student.
- It is strongly recommended that all school owned instruments be insured through your homeowner's policy or a private company. The school district will not assume liability for maintenance, repair, or damage of school owned instruments while they are checked out to a student.
- The instrument will be inspected at the end of the year or any time during the year for damage and the student must pay for any repairs.