



Borrower's Name:	Signature:
Instrument:	Model & Serial:
Phone Number:	Email:
Date Borrowed:	Issuing Faculty:

Instrument Loan Agreement

Semester:

Year:

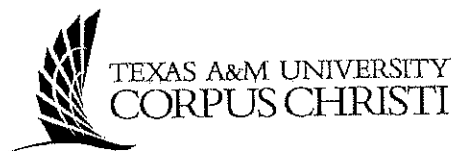
1. An instrument or bow on loan and the associated accessories, such as cases, straps, etc. ("The Instrument") are the sole responsibility of The Borrower. The Instrument is to remain in his or her possession until the termination of the loan.
2. The Instrument is to be returned on or before the date designated. Renewals may be granted at the discretion of the faculty member presiding over the studio for that instrument, but only after The Instrument has been returned at the end of the borrowing period.
3. Failure to return The Instrument on-time may result in the revocation or suspension of borrowing privileges. Further action may include placing a hold on the student's diploma or denying his or her participation in commencement activities. For non-student Borrowers, full legal remedies will be pursued.
4. The Borrower maintains all responsibility of The Instrument and must maintain the condition they receive it in and must report any damage or be held liable.
5. The Music Department reserves the right to terminate the loan agreement at any time and for any reason, and if such agreement is terminated, The Borrower agrees to return The Instrument within 24 hours.
6. The Borrower understands that by affixing his or her signature to this document he or she agrees to the terms of the loan as specified herein and the Rules and Regulations for use and assumes full responsibility for The Instrument.

Rules and Regulations for Use

1. The Borrower agrees to take the utmost care to protect the Instrument and prevent it from loss, theft, or damage. In the unlikely event that an instrument is damaged, the Music Dept. office must be notified immediately.
2. The Borrower is not to lend The Instrument to a second party.
3. The Instrument is to be used only for Texas A&M University Corpus Christi music related events unless permission has been granted by the Music Dept. office.
4. If loss, theft or damage occurs, The Borrower must notify Music Department as soon as practicable, must protect The Instrument from further damage, and must fully cooperate with the School of Music and the University's insurers.
5. The instrument is not to be taken to a repair person or luthier without permission from the Music Dept. office. If the Instrument needs attention or repair, the Music Dept. office must be notified immediately.
6. The Borrower always agrees to hand-carry and keep The Instrument in sight during transit.
7. The Instrument shall not be subject to extreme cold or hot temperatures, or to exposure to the elements. The Instrument is to be stored in its closed case in a well-regulated environment when not in use.

Date to Return:

Receiving Faculty:



Name:		A#:	
Signature:		Date:	
Phone Number:		Islander email:	
Locker #:	Locker Combo:	School Owned:	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Instrument Type:			

Locker Checkout Form

Semester:

Year:

Please fill out this checkout form and return to CA 107, the Music Department Office. Read become familiar with the policies and procedures of locker checkout. Lockers are assigned on "first come, first serve" basis.

Policies & Procedures

- Maintain your locker. No food, drink or trash is allowed in your locker. If there is any damage to the locker a cleaning fee will be set and applied to your school account. If there are any questions, please contact:
Angelica Delgado CA 113B, adelgado24@islander.tamucc.edu
If there are any school owned instruments, make sure that the Music Dept. Office has a record of their checkout and that you are listed as their carrier.
- If you require another locker, you will need to fill out a separate form for each additional locker.
- Any students who do not need their locker after a certain semester will need to have them cleaned out for Fall and Spring Semester.

The Music Department has complete ownership of these lockers and checks them out to students as a service. If you are found to be negligent and unable to maintain a locker, we reserve the right to either remove your belongings or change any locks on lockers.

****At the end of both the Fall & Spring semesters, the Music Dept. will remove all locks and discard all contents of lockers that have not been renewed or are no longer occupied.**

I have read and understand the locker policies and procedures and by my signature below accept all responsibilities described therein.