



# California State University Chico

Department of Music, Theatre and Dance

## Instrument Checkout Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_@csuchico.edu

Full Local Address: \_\_\_\_\_

Student ID: \_\_\_\_\_ Major: \_\_\_\_\_

	Instrument and #	Mouthpiece	Class Use	\$ Value
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

### Department Instrument Use Policies

- 1) Instruments are to be used for purposes of a Department class or activity only.
- 2) Instruments are for the use of the student checking them out only.
- 3) The student is responsible for proper care of instruments borrowed.
- 4) Students shall return instruments to the Department Library for maintenance or repair.
- 5) Instruments are to be returned by the date assigned. **The overdue fine is \$1.00/day.**
- 6) Department-owned instruments may be recalled at any time according to Department needs.

*A student not following the above use policies, or negligent in tending the instrument, including leaving an instrument anywhere not secured and unattended, will be responsible for the cost of repair or replacement of the instrument due to accident or theft.*

*Damage, repair or replacement of an instrument or instrument accessory resulting during use of an instrument for other than the specific use for a class or ensemble designated at checkout will be the sole responsibility of the student whether that damage, etc., was the fault of the student or not. Payment for such damage, repair, or replacement shall be made before further use of any Department instrument.*

I have read and understand my responsibilities regarding the use of Department instruments.

Student's signature \_\_\_\_\_

	Instrument Due Date	Instrument Return Date	Initial	Date Last Cleaned
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

Department Use Only

Academic Year: \_\_\_\_\_ Semester: FA / SP

Locker #: \_\_\_\_\_ Code: \_\_\_\_\_