

2013 - 2014

IS 934

**Cobb County School District
Check-out Form for School-Owned Musical Instruments**

Name _____ Instrument _____ Brand _____

Serial Number _____ School's Number _____ Value _____

Accessories:

_____ Case	_____ Neck Strap
_____ Mouthpiece	_____ Lyre
_____ Ligature	_____ Crook
_____ Mouthpiece Cap	_____ Cleaning Rod
_____ Bow	_____

**WE ACKNOWLEDGE RECEIPT OF THE ABOVE INSTRUMENT AND ACCESSORIES
AND AGREE TO THE FOLLOWING:**

1. To be personally responsible for the safe-keeping of this instrument and return it immediately to the school upon request of the director or principal.
2. To maintain the instrument in good condition at all times including having it repaired as deemed necessary and as requested by the director. (Any repairs which are to be paid by the school must be handled by the band or orchestra director.)
3. To have the instrument assessed by the teacher at the end of the contract period and pay a fair assessment for all damage in excess of normal wear and tear.
4. To allow no person other than myself to play, handle, or use this instrument without specific permission of the director.
5. To use the instrument in the best of my ability for serious study including regular attendance at all organizational rehearsals and performances, regular home practice and additional instruction and study when possible.

Signature of Parents or Guardian

Name of Student

Address

City State Zip

Home Phone Business Phone

This form must be signed and returned before the instrument is released to the student. It will be kept on file until the instrument is checked in.

TO BE COMPLETED WHEN THE INSTRUMENT IS CHECKED IN:
The above named instrument has been returned in satisfactory condition.

Date _____ Signature of Director _____