

Paulding County School District

Check-Out Form for School-Owned Musical Instruments and Equipment

Name: _____ Instrument: _____ Brand: _____

Serial Number: _____ School: _____ Instrument Value: _____

_____ 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. Maintenance Fee of \$25 per semester for cleaning of the instrument to ensure proper playing condition including having it repaired as deemed necessary and as requested by the director. (any repairs must be handled by the band director)
3. To allow no person other than myself to play, handle, or use this instrument without specific permission of the director.
4. To use the instrument to the best of my ability for serious study including regular attendance at all organizational rehearsal and performances, regular home practice and additional instruction and study when possible.
5. The instrument will be returned on or before _____ (Date).

Student Name: _____

Address: _____ /City _____ /Zip _____

Parent Contact Number: _____ /Parent Email: _____

X

Signature of Parent/Guardian

DO NOT WRITE BELOW THIS LINE (Office Use Only)

This form must be signed and returned before the instrument is released to the student. Keep on file:
TO BE COMPLETED WHEN INSTRUMENT IS CHECKED IN: The above instrument has been returned in satisfactory condition:

Date: _____ Signature of Band Director: _____