

**Western Carolina University
Department of Music**

Instrument Use Agreement

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|---------------------|--|--|
| Instrument: | WCU ID #: | |
| Maker: | Maker's Serial #: | |
| Condition: | Replacement Cost: | |
| Accessories: | <input type="checkbox"/> Support strap | <input type="checkbox"/> Mouthpiece _____ |
| | <input type="checkbox"/> Swab(s) | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Instrument Stand | |

My signature below indicates that:

- I will take full responsibility for this instrument while it is signed out to me.
- I will take all reasonable precautions to maintain the instrument in the same condition in which I received it.
- I will keep the instrument in its case, secured in a locker or storage cabinet when not in use.
- I will not loan the instrument to anyone else while it is signed out to me.
- I will notify my instructor and the music department office immediately if the instrument is damaged or lost.
- I will take full financial responsibility for repair or replacement of the instrument if damage or loss occurs while signed out to me.

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|---|-------------------------------|
| Name: | Local Phone: |
| Local Address: | Email: |
| Home Address (if different): | Home Phone: |
| Signature: | Date: |
| Name(s) of other students sharing this instrument: | |
| <i>Instrument is to be returned by:</i> | Returned on: |
| Condition: | Student's initials: |
| | Instructor's initials: |