

# UNIVERSITY OF HAWAII BANDS

## Equipment Sign-out Form

Marching Band  Concert Band  Symphonic Band  Wind Ensemble  Methods Classes  Other

Name \_\_\_\_\_ UH ID# \_\_\_\_\_  
*Last First M.I.*

College & Major \_\_\_\_\_ Fall / Spring / Summer \_\_\_\_\_  
*(circle one) Year*

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_  Unlisted Cell \_\_\_\_\_

U.H. Email Address \_\_\_\_\_

Other E-Mail Address \_\_\_\_\_

Instrument: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Case No.: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Authorized Custodian \_\_\_\_\_

### UNIVERSITY OF HAWAII BAND – EQUIPMENT/INSTRUMENT BORROWING POLICY

You have checked out a musical instrument or accessory that is the property of the Music Department at the University of Hawaii at Manoa. You are fully responsible for the security and care of this equipment or accessory.

University of Hawaii property must be returned at the end of each semester or upon request. This is especially important if you are leaving the island or are not returning to school. Failure to meet a return deadline will result in penalties according to the following schedule: **Within 30 days** after the return deadline, a \$50 fine will be imposed. In addition, a financial obligation to the University of Hawaii will be placed on your record denying your registration, grades, transcripts, or graduation. **After 60 days**, an additional fine of \$50 will be imposed. **After 90 days**, an additional fine of

\$50 will again be imposed. In addition, the equipment will be considered stolen and a report made to the Honolulu Police Department.

If the equipment should become lost or stolen, whether on state property, i.e., the locker room, or in your possession elsewhere, you will be required to pay for its replacement.

You will also be required to pay for any damage to the instrument resulting from negligence or improper care. This does not include normal wear and tear. Determination of negligence will be made by the instructor, repair technician or Department Chairman.

*I, the undersigned, have read the University of Hawaii Band's Equipment/Instrument Borrowing Policy above and agree to the terms and conditions as described within.*

\_\_\_\_\_  
Signature Date