

Hays High School School-Owned Instrument Usage Contract

Student Name: _____

Date: _____

Instrument: _____

To be completed by Hays Band Staff:

Serial Number: _____

Brand: _____

School Tag Number: _____

Accessories Included: _____

Condition of Instrument: _____

Please sign below and return this form to the Music Office.

I acknowledge receipt of the above instrument and accessories. I am aware that Hays C.I.S.D., and its individual campuses or programs, do not provide insurance for individually owned or school owned equipment. Students are financially responsible for school owned instruments that have been issued to them. This responsibility includes providing insurance against theft or damage due to fire, abuse and/or accidents. For instruments and accessories alike, equal value replacement is expected (example: same brand and model.)

An annual maintenance fee of \$100.00 will be charged for the use of any Hays C.I.S.D. school-owned instrument. This fee will be collected prior to the instrument being issued.

I also agree to return this instrument immediately if and when requested to do so by a director.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Instrument Maintenance Fee

Date Paid: _____

Amount Paid: _____

Staff Member Signature: _____

~Please see reverse side~

(excerpt from Rebel Band Handbook)

School Owned Instruments

The School District will provide a limited number of instruments for student use. These instruments include; Bassoon, Oboe, Tenor Saxophone, Baritone Saxophone, French Horn, Bass Trombone, Euphonium, Tuba and general Percussion Instruments. These instruments are purchased by the school district for student use because of their extreme cost/value. It is imperative that all school owned instruments be handled with optimum care. Students displaying an overt disregard for the care of a school owned instrument will lose the privilege of using said instrument. Re-instatement of this privilege will come via director approval. The following is a list of general procedures for school owned instruments:

- When possible, and by the approval of a director, students will be issued one instrument for home use and one for school use.
- Hays C.I.S.D., and its campuses or programs do not provide insurance for individually owned or school owned equipment. **Students are financially responsible for school owned instruments that have been issued to them. This responsibility includes providing insurance against theft or damage due to fire, abuse and/or accidents.**
- Students and parents must sign a school owned Instrument Usage Contract before the instrument can be used by the student.
- Each instrument will be inspected, cleaned and, if necessary, repaired prior to its being issued in order to ensure the instrument is in good playing condition.
- Students are expected to maintain these instruments accordingly.
- All instruments, equipment and materials must be kept in their proper storage location while not in use.
- The School District will collect an annual fee of \$100.00 for routine cleaning and maintenance of school owned instruments.
- Never allow another student or individual to play your instrument as you will be held responsible for any damage.

Special Note:

*Most school owned instruments exceed \$2000.00 in value. These instruments are not to be treated as "free" instruments. Students are still responsible for basic repairs and the purchasing of necessary supplies just as if the instrument was individually owned. Please strive to treat these instruments as if they were your own. **Since the expense of purchasing, leasing or renting an instrument is deferred, students using school owned instruments are strongly encouraged to participate in the private lesson program.***