

# 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 \$50 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: \_\_\_\_\_