

### Departmental Instrument Rental Form

This form is to be filled out by any person renting an instrument from the Department of Music at William and Mary. Please return completed form to the Music Office.

Renter Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Instrument: \_\_\_\_\_ Serial #: \_\_\_\_\_ Approx Value: \_\_\_\_\_

Check Out Date: \_\_\_\_\_ Return or Renew Date: \_\_\_\_\_

Instrument Description (*please include make, model, color, and condition of rental*):

Reason for Rental (*please check all that apply*):

Department Ensemble

Applied Lesson

Other

I understand that I alone am responsible for the security, maintenance, and repair of this instrument while it is in my possession. I understand that I must bring my instrument to the authorizing faculty member for any necessary routine maintenance in order to return the rental at the end of the semester in the condition it was received. I agree to return or renew this rental with the authorizing faculty member by the above return or renew by date. I understand that failure to return or renew my rental by the above return or renew by date will result in a restrictive hold being placed on my student account until the instrument has been returned or the value of the instrument has been paid. I understand that failure to return the rental in the condition in which it was received will result in a restrictive hold being placed on my student account until repair costs have been paid.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY

Date Returned: \_\_\_\_\_ Condition Upon Return: \_\_\_\_\_

Received by: \_\_\_\_\_