

# Edinboro University of Pennsylvania

## Instrument Loan Form

Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Email: \_\_\_\_\_  
Instrument: \_\_\_\_\_ Locker: \_\_\_\_\_  
EUP #: \_\_\_\_\_ Combination: \_\_\_\_\_

### Accessories

- |                                      |  |   |   |                                    |
|--------------------------------------|--|---|---|------------------------------------|
| <input type="checkbox"/> Case        | <input type="checkbox"/> Case Cover      | <input type="checkbox"/> Case Keys        | <input type="checkbox"/> Mouthpiece (s) | <input type="checkbox"/> Bocal (s) |
| <input type="checkbox"/> Mute (s)    | <input type="checkbox"/> Extra Slide (s) | <input type="checkbox"/> Bell Section (s) | <input type="checkbox"/> Mouthpiece cap | <input type="checkbox"/> Ligature  |
| <input type="checkbox"/> Lyre        | <input type="checkbox"/> Neck Strap      | <input type="checkbox"/> Cleaning Rod     | <input type="checkbox"/> Valve Oil      | <input type="checkbox"/> Swab      |
| <input type="checkbox"/> Flip Folder | <input type="checkbox"/> Slide Grease    | <input type="checkbox"/> Cork Grease      | <input type="checkbox"/> Other _____    |                                    |

### Ensemble or Class

- |  |  |  |                                      |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Marching Band               | <input type="checkbox"/> Symphonic Wind Ensemble | <input type="checkbox"/> Jazz Ensemble                 | <input type="checkbox"/> Jazz Combo  |
| <input type="checkbox"/> Orchestra                   | <input type="checkbox"/> Chamber Ensemble        | <input type="checkbox"/> Lessons                       | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> String/Woodwind/Brass Class |  | <input type="checkbox"/> Music Education Methods Class |                                      |

### Condition

- New     Excellent     Good     Fair     Poor

**See other side for terms and conditions**

1. This instrument/accessory is to be returned in as-issued condition at the end of the stated loan period, or end of the current semester, whichever is earlier. If the instrument is damaged, dirty, or missing, the Music Department must be notified at once. Charges will be assigned for repair, cleaning, or replacement. Failure to comply may result in holding of grades and/or legal action.
2. Except for Edinboro University sanctioned functions, *no* instruments or accessories are to be used without permission of the Music Department.
3. This form must first be signed by the Director/Instructor, indicating the need for the student to borrow the instrument.
4. The Director/Instructor will provide the student with the assigned instrument.
5. The completed instrument loan form will be forwarded to the department office and kept on file until the instrument is returned.
6. Upon return of the borrowed instrument, this form will be signed and dated, and retained in the permanent department files.

I fully understand the terms of this agreement,

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date Out

\_\_\_\_\_  
Signature of Director or Instructor

\_\_\_\_\_  
Signature of Department Chair or Designee

\_\_\_\_\_  
Date In