

COMMUNITY COLLEGE OF RHODE ISLAND
Department of Music

INSTRUMENT LOAN AGREEMENT

The student who signs this document agrees to treat carefully and properly maintain the instrument he/she is borrowing from the Music Department of the Community College of Rhode Island. He or she also agrees to return the instrument to the Music Department in as good condition as it was when issued/loaned, ordinary wear excepted. The student must return the instrument to the ensemble director or professor of the course on the following occasions: (1) at the end of the semester, (2) in the event of the student's earlier departure from CCRI, or (3) at the request of the Chairperson of the Music Department.

In the unlikely event of damage to the instrument, the student must immediately show the instrument to his/her director/professor at the next class meeting. The Music Department will provide repair by a qualified, specialized professional. Students are NOT to repair or let anyone else repair instruments which are the property of the Community College of Rhode Island.

Instrument _____ Serial Number _____

Instrument Case ___ Yes ___ No List of included accessories _____

Date _____ Print Name _____

Course _____ Signature _____

Email _____

Phone _____

Faculty Signature _____

Dept. Chair Signature _____

INSTRUMENT RETURN

Date _____ Condition _____

Charges for Damages _____ Faculty Signature _____

Paid _____ Dept. Chair Signature _____