



School Owned Instrument Check-out Form

Student name _____ Grade _____
 Student ID # _____ Home Campus _____
 Parent Name _____ Phone _____
 Instrument Make & Model _____ Serial Number _____



Approximate replacement cost of this instrument is:

I have read the guidelines for using a school-owned instrument (*found on the reverse of this form*) and understand how it applies to my child.

I hereby agree to hold myself personally and financially responsible for any damage or loss of the instrument while it is in my care. I understand that the RISD does not provide off-campus insurance coverage for damage/theft of this instrument. I will allow no other person than the student designated below to use the instrument. I agree to maintain the instrument in its current condition and return it when requested by the director.

Signed _____ Date _____
Parent/Guardian

Make \$100 check payable to your Orchestra Booster Club

For office use:

Rental Fee _____ Date Paid _____ Ck/Cash _____ Date Issued _____
 Date returned _____ Recondition Fee _____ Date Paid _____ Ck/Cash _____

Condition of Instrument and Case

New
 Excellent
 Good
 Fair
 Poor
(Provide detailed information if "good," "fair," or "poor" is checked.)

Bow
 Shoulder Rest
 Rock Stop
 Mute
 Rosin
 Other



RISD School Owned Instrument Guidelines

- Students in band and orchestra, grades 6-12, are required to provide an instrument. The maintenance, repair and insurance against theft or damage of these personal instruments are solely the responsibility of each student.
- In orchestra, grades 6-12, the District has a limited number of instruments that may be available for an annual usage fee of \$100.
- The following instruments may be available for students to use: violin, viola, cello, bass and harp.
- The instrument usage fee for school owned instruments is \$100 per year. All students who play school owned instruments will be charged \$100 per year. This is a very minimal fee considering that most of the school owned instruments cost several thousand dollars each.
- Students must provide their own personal accessories such as rosin, shoulder pad, mute or rock stop.
- In addition to the usage fee, students are responsible for maintenance, repair and upkeep of the school instrument including strings, bow re-hairs, etc.
- Students and parents need to be diligent regarding instrument maintenance to keep the instrument in top playing condition.
- Instruments must be returned at the end of the school year in the same condition as issued, minus normal wear and tear. Any costs associated with damage from negligence or malicious intent will be assessed to the student and parent.
- RISD does not provide insurance coverage for damage/theft of school instruments. It is the responsibility of the parents and student for the full replacement value of the instrument should it be damaged beyond repair or stolen while issued to the student.
- It is strongly recommended that all school owned instruments be insured through your homeowner's policy or a private company. The school district will not assume liability for maintenance, repair, or damage of school owned instruments while they are checked out to a student.
- The instrument will be inspected at the end of the year or any time during the year for damage and the student must pay for any repairs.