

Newburgh Enlarged City School District  
Instrument Loan Contract  
Fine and Performing Arts Department

This is to certify that \_\_\_\_\_ will be utilizing  
(student name) (ID #)  
\_\_\_\_\_ (instrument type/make/model) (case #) (inventory #)

belonging to the Fine and Performing Arts Department. It is agreed that the instrument will be kept in good playing condition and returned to the school when requested to do so. It is expected that students will return the instrument in the condition in which it was received. It is further agreed that *payment will be made for loss or any repairs made necessary by misuse, negligence or carelessness* at a cost determined by the fair market value at the time of the loss or damage.

ANY REPAIRS AT ANY TIME ARE TO BE BROUGHT TO THE ATTENTION OF THE SCHOOL'S MUSIC TEACHER AND WILL BE PROCESSED THROUGH THE DIRECTOR OF FINE AND PERFORMING ARTS.

The instrument will be returned only to the music teacher or authorized school official at which time this form will be surrendered as a receipt.

Print Student Name: \_\_\_\_\_

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

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Emergency Number: \_\_\_\_\_

\_\_\_\_\_

Music Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of instrument upon loan:

\_\_\_\_\_

\_\_\_\_\_

Condition of instrument upon return:

\_\_\_\_\_

\_\_\_\_\_

Date Returned: \_\_\_\_\_ Returned to: \_\_\_\_\_

\_\_\_\_ Loss/Stolen/Damage Report filed on: \_\_\_\_\_  
(date)

\_\_\_\_ No Report Necessary