

# Instrument Check-Out Form

(Brass instruments)

In order to ensure the quality of our instruments, there are some rules that must be adhered to. The following is a contract that must be signed by both you and your parents. It outlines all of the expectations that must be followed upon the receipt of your school instrument.

**Before you can take home an instrument you must do the following:**

- Purchase a soft polishing rag. Used only for cleaning your instrument.
- Purchase a care kit for your instrument (mouthpiece brush, valve oil etc.)

**By checking out this instrument I agree to the following rules:**

- During marching season, I will not touch the instrument without my practice gloves on.
- I will keep my gloves clean and free of dirt and grime.
- If my gloves get a hole, I will buy new ones.
- After every rehearsal, I will wipe down the instrument with the polishing rag.
- I will keep the valves oiled and the slides greased at all times.
- At least once a week I will clean out my mouthpiece with the mouthpiece brush.
- Before every performance I will polish my horn with the polishing rag.
- At least once a month I will detail clean my instrument.
- If the instrument is in some way damaged, I will immediately contact Mr. Ames and have it fixed at my own expense as soon as possible.

The Orange Unified School District or the El Modena Vanguard Band Boosters do not provide insurance for district-owned instruments. There is no fee to use district-owned instruments; however, there are also no funds available to cover the cost of maintenance and repair. Therefore, any donations that you care to give for said usage will be greatly appreciated. **Please make your payments to EMVBBC**, and place them in the black box in the Director's office for deposit into the General Fund.

In the event that any damage to this instrument occurs, regardless of who is responsible for the damage, **I am fully responsible for the cost** to bring the instrument back to its original checked-out condition.

In the event that the instrument is lost or stolen, I will reimburse the Orange Unified School District for the cost of a comparable replacement at the time the loss occurs.

I also understand that random inspections will occur throughout the semester to insure that all of the above conditions are being met. If the above conditions are not met, the instrument will be confiscated for the semester. If this occurs, it is up to you to find a replacement instrument that meets the director's standards, and either purchase or rent it in order to perform with the group.

I, the undersigned, agree to all of the above conditions and terms of this contract.

\_\_\_\_\_  
Student Name (PRINTED)

\_\_\_\_\_  
Parent Name (PRINTED)

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

\_\_\_\_\_  
Parent Signature

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Director's Use ONLY

Instrument: \_\_\_\_\_

Inventory # \_\_\_\_\_

Date CHECKED OUT: \_\_\_\_\_

Date RETURNED: \_\_\_\_\_