

**SECONDARY**  
**Bellevue School District**  
**Bellevue, Washington**

**EQUIPMENT LOAN FORM**

STUDENT'S NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Parent's Name \_\_\_\_\_

Instrument \_\_\_\_\_ Serial # \_\_\_\_\_ Barcode # \_\_\_\_\_

Make \_\_\_\_\_ Condition \_\_\_\_\_ Replacement Value \_\_\_\_\_

Describe if not excellent \_\_\_\_\_

<b><u>Accessories &amp; Condition</u></b>		<b>(circle)</b>							
<u>Bow</u>	Excellent	Good	Fair	Poor	<u>Mouthpiece</u>	Excellent	Good	Fair	Poor
<u>Case Bag</u>	Excellent	Good	Fair	Poor	<u>Neck/Seat Strap</u>	Excellent	Good	Fair	Poor
<u>Gooseneck/Bocal</u>	Excellent	Good	Fair	Poor	<u>Shoulder Rest</u>	Excellent	Good	Fair	Poor
<u>Ligature</u>	Excellent	Good	Fair	Poor					

Date Issued \_\_\_\_\_ Instructor's Signature \_\_\_\_\_

Date Returned \_\_\_\_\_ Instructor's Signature \_\_\_\_\_

Condition Returned \_\_\_\_\_ Describe if not excellent \_\_\_\_\_

Repairs Necessary \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Cost \_\_\_\_\_

Repairperson must be approved by the instructor.

**To students and parents:**

Besides the maintenance fee, of \$50 for the school year and \$20 for Summer use, no charge will be made for the loan of school district instruments provided the following conditions are met:

1. We expect normal wear, but we also expect that the instrument will be returned in as good a condition as it was when you checked it out.
2. Any repairs necessary due to accident or misuse are you and your parents' responsibility.
3. Should you leave Bellevue, you must return the instrument to your music instructor.
4. You may keep the instrument out over the summer provided you make arrangements with your instructor.

**Insurance Information**

When the instrument is stored in a school building and it is damaged by fire, the school district insurance will cover its loss or damage.

There is no school district insurance in effect to cover losses due to damage by accidents, mistreatment, and loss by theft. It is you and your parents responsibility.

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

<p><b>Make Checks Payable to Your School</b>  <b>\$75 <del>\$50</del> School Year - \$20 Summer</b>  XXXXXXXXXXXX</p>
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White: Music Office  
Yellow: Teacher  
Pink: Parent