

Musical Instrument Loan Agreement – The University of Iowa

1. Instrument check-in will be at the end of each semester. It is your responsibility to return the instrument to the rental coordinator located in MWIB. Please note that leaving an instrument in a locker does not constitute check-in. Failure to return the instrument on time may result in the revocation or suspension of instrument borrowing privileges.
2. You agree to pay an instrument loan fee of \$40 per semester. This charge will be applied to your student U-Bill.
3. The instruments are not to be loaned to or shared with any individual except at the specific request of the School of Music. The instrument is to be used only for University of Iowa instruction and events. The instrument is not to be used in conducting private instruction or in any other for-profit venture.
4. An instrument on loan and the associated accessories, such as cases, bows, straps, etc. is your sole responsibility. You will be responsible for proper care, including but not limited to lubricating valves and slides as needed and taking measures to prevent the instrument's exposure to extreme cold or hot temperature, or exposure to the elements. Use of rubber bands to secure a lyre to the instrument is prohibited. The instrument should not be taken to a repairman without written permission from the School of Music. If repairs are needed, please contact the rental coordinator or School of Music at 335-1635.
5. Although normal wear and tear is expected, you agree to take the utmost care to protect the instrument from loss, theft or damage. You agree to be responsible for any and all damage to the instrument. In the event of theft or loss, you agree to be responsible for the replacement value of the instrument. You expressly agree that any damage or loss shall be charged to your student U-Bill. The value of this instrument is \$_____.
6. The University reserves the right to terminate this loan agreement at any time and for any reason. You agree to return the instrument within 24 hours following notification of termination by the University.

I have read the above and accept the responsibilities as stated (PLEASE WRITE LEGIBLY).

Print Name	Signature	Student ID#
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@uiowa.edu

Campus Address	Cell Phone Number	University Email
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Instrument #1	Make/Model	Case#	Instrument Serial #
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Instrument #2	Make/Model	Case#	Instrument Serial #
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Date Checked out	Condition	Purpose of Use
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Date Returned	Condition	Verification
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FOR OFFICE USE ONLY

Amount Charged _____

Date Applied to U-bill _____