



P.O. Box 23120  
3820 Nine Mile Road  
Henrico, Virginia 23223-0420  
804-652-3600

## “Instrument Agreement” For Henrico County School-Owned Instruments

The instrument listed on the back of this agreement is the property of Henrico County Public Schools and will be loaned to the following student with the understanding it will be properly cared for and returned in the same condition. As a borrower, the student and parent/guardian agree to the following described conditions:

1. Mouthpieces and any other accessories are to be maintained by borrower and replaced - *if necessary* - in order to return the instrument in as good condition as when it was received. *(Students should attempt to provide their own mouthpiece).*
2. If damages to the instrument occur, the borrower agrees to have the instrument repaired only after consulting with his/her instructor on where repairs will be made and in a manner satisfactory to the instructor. Repair costs will be the financial responsibility of the borrower.
3. If the instrument is damaged beyond repair, the borrower is financially responsible to replace the instrument or accessory.
4. The borrower will utilize the instrument for school and home practice. If the borrower does not maintain good practice habits, he/she will give up the right to borrow a school-owned instrument in order that another student may make better use of the instrument.
5. The borrower is responsible for purchasing “supplemental materials” needed for maintenance and use. (For example: Method Books, reeds, valve oil, cork grease, cleaning kit, rosin, etc.)

We have read and will adhere to all terms of this “Instrument Agreement”:

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

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

Home Address: \_\_\_\_\_

City/Zip \_\_\_\_\_

Phone: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

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

(For information concerning your borrowed instrument, please see reverse side!)

# Henrico County Public Schools Instrument Check-Out Form:

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

Make/Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

HCPS I.D. Number: \_\_\_\_\_

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

Estimated Value: \_\_\_\_\_

Replacement Value: \_\_\_\_\_

Please check the following Accessories:

Case: \_\_\_\_\_ Bow: \_\_\_\_\_ Shoulder Rest: \_\_\_\_\_ Rock Stop: \_\_\_\_\_

Rosin: \_\_\_\_\_ Cloth: \_\_\_\_\_ Satin/Cloth Bag: \_\_\_\_\_ Mouthpiece: \_\_\_\_\_

Other: \_\_\_\_\_

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

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

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

Note(s): \_\_\_\_\_

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