

Musical Instrument Lending and Usage Agreement

Please fill in the following information:

Name: _____ BGSU ID# _____
(Last) (First) (M.I.) Students/Faculty Only:

Address _____ Phone: _____

Email: _____ Business Name: _____

Business Address: _____

Staff use only

Instrument/Equipment	Serial Number
Current Replacement Value	BGSU Tag Number

Instrument, Accessories and Misc. Musical Equipment

Terms: Loan Rental Fee

- Eligibility for participation requires approval from the College of Musical Arts and the completion of this agreement for each musical instrument, accessory or piece of equipment loaned or rented.
- This instrument will be provided for a loan period of _____. At the end of the loan period, you must return the instrument to 1031 Moore Musical Arts Center in the same condition as it was when issued.
- If rented, the Instrument must be turned in to 1031 Moore Musical Arts Center and must be in the same condition as it was issued. You will have seven working days after you withdraw or graduate to return the Instrument.
- Failure to return a loaned or rented Instrument on time will result in a late fee of ten dollars (\$10) per day and will go as high as the replacement value of the Instrument. The late fee will be charged to your University Bursar account.
- You will be responsible for repair costs if the Instrument is damaged due to misuse, accidents, modifications, unsuitable physical or operating environments, or improper maintenance by the user. This type of damage may include, but is not limited to: instrument damage; cracked, scratched or broken parts; broken latches; broken case; liquid damage caused by spills; damage from foreign material inside the instrument; mouthpiece damage, or dents from misuse or drops. Repair costs will be charged to your University Bursar account.
- BGSU does not assume any responsibility for theft or loss of the instrument. Stolen or missing instruments should be reported immediately to the BGSU campus police at 419-372-2346. As soon as a police report is available, you must provide a copy to 1031 Moore Musical Arts Center. You are responsible to BGSU for the entire cost of the instrument if it is lost or stolen. Replacement costs may be charged to your University Bursar account.
- Failure to promptly pay charges to your University Bursar account may result in withholding of your grades, diploma, and transcript as well as collection actions.
- You may be asked to bring in your instrument for routine maintenance. We will run diagnostic tools on it and give it a "tune-up" to ensure optimal performance.

Applicant Signature _____

_____ Date