



ORCHESTRA

Evelyn Champion, Director

Name:

Instrument:

USE OF SCHOOL OWNED INSTRUMENT

GUARANTEE COVERING USE OF MUSIC INSTRUMENT

OUTFIT DURING THE SCHOOL YEAR

I, the undersigned, agree to the conditions set forth by the Northwestern Music Education Department regarding the use of a school-owned instrument during the school year:

1. Payment of \$50 per semester for the use of the wind or string instrument outfits, percussion outfits, and guitar (middle and high school only). Payment of this contribution is not a requirement for acceptance into the instrumental music class, but is necessary for home use of the instrument. Please make payment on OSP. After your payment is received, the instrument will be issued to your child and then you can return this form.
2. Families with financial need can request a fee waiver in writing to the director.
3. Assumption of the responsibility for any major repairs incurred during the time the instrument outfit is being used by the child.
4. Replacement of the instrument outfit (at school system cost) if it is lost or stolen. Another instrument cannot be issued for home use until the missing one is replaced.

PLEASE SEE THE SECOND PAGE REGARDING CARE OF SCHOOL INSTRUMENTS

Student's Name:	School:
Home Address:	City, State & Zip:
Phone:	Parent's email address:
Type of instrument:	Brand of Instrument:
Serial Number:	Outfit Components:

Signature of Parent/Guardian _____



ORCHESTRA

Evelyn Champion, Director

Name:

Instrument:

Do's and Don'ts of School Owned Instrument Use

Over the past couple of years, we have had instruments totaled by damages that occurred in the classroom and outside of school. The instruments were beyond repair and had to be surplused, costing our program several thousand dollars in inventory. Please follow these simple tips for taking care of the instrument that was issued to you, either at school or for home use.

DO	DON'T
Get your area set up to play (chair, stand, music, rock stop, tuner) <i>before</i> you unpack or move your instrument for the rack.	Don't put your instrument on the floor or ask someone to hold it. The only safe place for your instrument when it is not being played is in the case or on the rack.
Take responsibility for your instrument and bow, and never let anyone else touch it.	Don't trade instruments with friends, or allow family members to play your instrument at home.
Always keep your instrument in a temperature controlled area. If you're comfy, so is your instrument.	Don't leave your instrument in the car (hot or cold), garage, or basement. Extreme heat or cold will damage the instrument.
Carry the instrument like a person, reclining in a seat or in the cargo area of an SUV. Be careful you do not slam the car door on the instrument, as the wood can easily puncture.	Don't put the instrument in a trunk or truck bed, and make sure the bridge and pegs are protected at all times.
Keep your instrument in an out of the way area, so no one will knock it over or trip on it.	Don't leave your instrument in the pathway or lean it up against a table or wall.
Always air out the instrument when it is not being played by opening the case in a safe location.	Don't leave your instrument unopened for weeks at time- it will get bow bugs and smell musty.
Always loosen your bow when you're finished playing.	Don't leave your bow tight, as the hairs will stretch out and you will need a rehair.
Ask the director for any assistance with instrument repairs or badly out of tune instruments. The director can change strings, adjust bridges, etc.	Don't ever attempt repairs yourself. Strings should be changed <i>one at a time</i> . If you can't get your instrument in tune, go by the music store for help or ask the director.

Signature of Student _____

Signature of Parent/Guardian _____