

WILLIAM PATERSON UNIVERSITY
Music Department

INSTRUMENT LOAN AGREEMENT

Semester: Fall 20 _____ Spring 20 _____

Class: MUSI 101 MUSI 102 MUSI 103 MUSI 104 MUSI 105

Student name: _____ ID number: 855 - _____

Home address: _____

cell phone: _____ private email: _____

Instrument type: _____ Make: _____

Model: _____ Serial Number: _____

Condition: _____

Accessories: _____

Instrument Fee: \$25 collected on (date) _____
(students will not receive an instrument until the fee is paid)

BORROWER'S COMMITMENTS

- I accept full responsibility for the instrument described and above and loaned to me by William Paterson University Music Department
- I accept full responsibility for the repair costs or replacements costs if this instrument is damaged or lost while in my possession.
- I agree to return the instrument to the Music Department no later than the last day of exams or the date requested for the semester in which I have use of the instrument. The instrument will be in the same condition as when borrowed and will be cleaned, polished, greased, or oiled.
- I agree to report any damaged that may have occurred to the instrument to the faculty member or the Music Department chairperson
- I agree that I will not receive a grade in the course for which the instrument is being used if the instrument is not returned by the date requested or the end of the semester
- I agree that William Paterson University is not responsible for any instruments stored in lockers whether shared or individually occupied

Student signature: _____ date: _____

Faculty signature: _____ date: _____

Date of return: _____ Condition: _____

Comments:

White copy: faculty member returns to Music Dept. office with fee when instrument is loaned to student at beginning of the semester

Yellow copy: faculty member retains
Enter date of return at end of semester
and then give to Music Dept. office

Pink copy: give to student when instrument fee is collected at the beginning of the semester.
Sign when instrument is returned