Loaning School & Director: ______________________________

_______________________________________________

Receiving School & Director: ______________________________

_______________________________________________

The instrument listed below is loaned to the above director/school for the 2017-2018 school year.

Instrument: _____________________  Make/Model: ______________

Serial #: ________________    Description: _________    Finish: _________

Condition: ____________________________________________________

Accessories:     Case    Mouthpiece    Strap    Ligature    Other: ___________

The following conditions apply:

1. The above named director/school is responsible for the repair of any damage to the instrument during the time that the instrument is in their care.
2. The director will return the instrument in the same condition that it was given to them. (This includes having instrument cleaned prior to return.)
3. The director and their students are responsible for the proper care of the instrument.
4. The instrument must be returned at any time requested.

Loaning Director Signature: ____________________________

Receiving Director Signature: ___________________________

Date of Loan: ___________  Date of Return: ______________

Building Administrator’s Initials: __________

*The receiving school’s arts administrator must scan a copy of this completed form to Taunya Jenkins through the finearts folder.