

**Cambridge Prep Academy Music Department
Contract for School Owned Instruments**

Student Name _____ **School Year** _____

Parent / Guardian Name _____

Instrument _____ **Brand** _____

Serial Number _____ **Condition** _____

Students enrolled in 2022-2023 Guitar Ensemble are required to use a guitar as part of their class supplies. Students who do not have their own instrument are able to share a designated classroom instrument allocated by the teacher Ms. Elizabeth. While handling your instrument students are asked to follow their course expectations (laid out in the course outline) and basic expectation laid out below:

DAILY INSTRUMENT CARE

DO put your instrument in its case whenever you are done practicing
DO wipe residue off of your instrument after each practice session
DO ask your orchestra teacher questions about your instrument

DON'T leave your instrument in the car, outside, in sunlight, or near vents/windows
DON'T touch or move someone else's instrument without their permission
DON'T let anyone but your music teacher or a luthier play or "fix" your instrument

Most students take excellent care of their instruments. It is rare for an instrument to need repairs. Here are some things you can do to avoid repair costs:

- ✓ Follow your orchestra teacher's guidelines for good instrument care (covered in class) and ASK if you have questions.
- ✓ Only let your teacher or a certified luthier (repair-person) fix your instrument.

INSTRUMENT SHARE PLEDGE

All students using Music Department instruments must agree to the following:

1. To be personally responsible for the safe-keeping of this instrument and return it in the condition it was issued to me.
2. Immediately to return the instrument to the school upon request of the director or principal, and at the end of each rehearsal session.
3. To have the instrument assessed by the band director at the end of the contract period and pay a fair assessment for all damage in excess of normal wear and tear.
4. To allow no person other than myself to play, handle, or use this instrument without specific permission of the director.
5. Due to the limited number of instruments/equipment owned by the school, my use of the instrument/equipment may be precluding another student from using it. Therefore, I agree to be a positive contributor to the program by practicing and maintaining proper demeanor.
6. To use the instrument to the best of my ability for serious study including regular attendance at all

organizational rehearsals and performances, and additional instruction and study when possible.

7. If an instrument is lost or stolen while checked out to me, I am responsible for reporting the incident, and possibly paying the replacement cost

Students may request to bring their assigned instrument home for personal practice over the weekend on a limited basis. An additional instrument loan contract is given to the student at the time the instrument is issued.

I have received, read, and understand the policies, expectations, and responsibilities in the 2022-2023 School Owned Instrument Contract.

I understand that guitar ensemble is a year-long course with required after-school events that can only be excused for illness or emergencies, unless pre-arranged in advance with Ms. Elizabeth. I have recorded our performance dates on our family calendar.

I commit to treating others and their property with kindness and respect, and to being a proactive part of the solution when it comes to keeping instruments in our rehearsal room safe.

I understand that once paid, any fees associated with guitar ensemble, field trips, or instrument repair are non-refundable, even if I change my mind or drop the class.

I understand that I am responsible for the care, safety, and security of my instrument while I am using it. I understand that any damages to my instrument or someone else's instrument (including classroom instruments) caused by my poor choices or improper "repairs" are my family's financial responsibility. I promise to pay to repair or replace all such damages, to be completed by a trained and approved luthier (repair person).

ACKNOWLEDGMENT

I have read this document entirely and understand and will follow the provisions contained within.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Director Signature _____ Date _____