

Departmental Instrument Rental Form

Music Department
College of William and Mary
Ewell Hall



This form is to be filled out by any person renting an instrument from the Department of Music at the College of William and Mary. Please return this form to the Orchestra or Wind Ensemble Director.

RENTAL INFORMATION

Renter Name:		ID #:	
Address:			
City:		State:	
		Zip Code:	
Email:		Phone:	
Instrument:		Serial #:	
		Approx. Value:	
Check Out Date:		Return or Renew By Date:	
Instrument Description <i>(please include make, model, color, and condition of rental):</i>			
Reason for Rental (please check all that apply):			
<input type="checkbox"/> Department Ensemble <input type="checkbox"/> Applied Lesson <input type="checkbox"/> Other			

I understand that I alone am responsible the security, maintenance, and repair of this instrument while it is in my possession. I understand that I must bring my instrument to the authorizing faculty member for any necessary routine maintenance in order to return the rental at the end of the semester in the condition it was received. I agree to return or renew this rental with the authorizing faculty member by the above return or renew by date. I understand that failure to return or renew my rental by the above return or renew by date will result in a restrictive hold being placed on my student account until the instrument has been returned or the value of the instrument has been paid. I understand that failure to return the rental in the condition in which it was received will result in a restrictive hold being placed on my student account until repair costs have been paid.

Student Signature: _____ Date: _____

Authorizing Instructor Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Returned:		Condition Upon Return:	
Received By:			