

**Oregon Episcopal School
Instrument Liability Agreement**

School year _____

Student name _____ email: _____

Parent name _____ email: _____

Instrument _____ Inventory number _____

Condition:

Replacement value (includes instrument, case and everything else in the case) _____

Terms:

It is the user's responsibility to make sure the instrument is taken care of properly.

It is the user's responsibility to pay for any damage, repairs and missing parts to the instrument beyond normal wear and tear (defined below). In the event of damage, the instrument will be taken to a store of the director's choice. It is the user's responsibility to transport the instrument back and forth for repair. The cost of repair for the damage will be the responsibility of the user and will be billed to student accounts.

It is the user's responsibility to pay for the cost of general upkeep. General upkeep is understood to include daily cleaning, oiling of valves, greasing slides, etc. General upkeep also includes keeping track of and replacing (when needed) supplies such as reeds, strings, valve oil, slide grease, cork grease, rosin, neck straps, mouthpiece, ligature, etc.

It is the user's responsibility to return the instrument at the end of the school year. If the student wishes to keep the instrument over the summer, a new agreement will be established.

Full replacement cost of the instrument, case and everything else that was included with the instrument will be charged if the instrument is not returned within 30 days of the due date.

Normal wear and tear:

It is OES' goal to issue instruments that are in good working order. If there is something wrong with the instrument as it is issued, the student should report the problem to the director within one week of the date it is issued so that the instrument can be put in good working order. After that, any reported problems fall under either normal or excessive wear. Normal wear is understood to occur and will not be billed as "damaged." Cost of repairing unusual wear or damage that occurs by negligence or accident while in the user's care will be billed to the user. Examples of damage which are the financial responsibility of user and parents include but are not limited to: dents, breaks, scratches, tears, bends, theft, loss of all or parts of the instrument, water damage.

Costs resulting from any damage to instrument beyond normal wear and tear will be billed to the student's parent. If an instrument is lost or damaged beyond repair, it is the student/parents' responsibility to replace the instrument with an instrument of similar quality as determined by the director.

If the instrument is shared and individual responsibility for damage can not be determined, repair or replacement costs will be shared equally among parents of all student users. If a shared instrument is lost or damaged beyond repair, and it is impossible to establish responsibility, parents of all students who share the instrument will be equally

responsible for replacing the instrument with one of similar quality as determined by the director.

I have read the listed responsibilities and agree to them:

Student signature

date

Parent signature

date