

## **INSTRUMENT LOAN/RENTAL AGREEMENTS**

Included here are various instrumental loan and rental agreements to choose from, which may be adapted to the local Salvation Army music and arts program. Items in brackets should be filled out with individual corps information.

# INSTRUMENT LOAN AGREEMENT

[Corps/music school,  
Street address,  
City, State, ZIP Code,  
Contact information]

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Caregiver Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Instrument: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Condition: \_\_\_\_\_

Period of Loan: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ (individual, family, corps) agrees to the following:

1. The loaned instrument will be kept in good working order and any repair costs will be covered. Responsibility will also be taken for the replacement of lost parts (i.e. mouthpiece, case, valve caps, guitar strings, etc.).
2. If the instrument is loaned from DHQ, then the instrument should appear on the corps inventory for the loan period. If the instrument is lost or stolen, the corps is responsible to the DHQ Music Department for the replacement cost of the instrument. In cases of documented theft or loss (i.e. flood), an insurance claim should be filed for the replacement of the instrument. In this case, the corps is responsible for the deductible.
3. In some cases, the return of instruments may be requested for use during the summer months at summer camp or day camp. A request will be made in late spring and the instrument can be accessed again in late summer for the new season.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Corps or DHQ Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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This instrument was returned by: \_\_\_\_\_ Date: \_\_\_\_\_

Condition: \_\_\_\_\_

# INSTRUMENT RENTAL AGREEMENT

[Corps/music school,  
Street address,  
City, State, ZIP Code,  
Contact information]

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Caregiver Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Instrument: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Condition: \_\_\_\_\_

Period of Rental: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

The rental fee agreed upon for this instrument is \_\_\_\_\_, for a \_\_\_\_ month period.  
Partial year rentals will be prorated. Billing for instrument rentals will take place \_\_\_\_\_.

\_\_\_\_\_ (individual, family, corps) agrees to the following:

1. The rental instrument will be kept in good working order and any repair costs will be covered. Responsibility will also be taken for the replacement of lost parts (i.e. mouthpiece, case, valve caps, guitar strings, etc.).
2. If the instrument is rented from DHQ, then the instrument should appear on the corps inventory for the rental period. If the instrument is lost or stolen, the corps is responsible to the DHQ Music Department for the replacement cost of the instrument. In cases of documented theft or loss (i.e. flood), an insurance claim should be filed for the replacement of the instrument. In this case, the corps is responsible for the deductible.
3. In some cases, the return of rental instruments may be requested for use during the summer months at summer camp or day camp. A request will be made in late spring and the instrument can be accessed again in late summer for the new season. The rental rate will be reduced by two months if instruments are returned for summer use.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Corps or DHQ Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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This instrument was returned by: \_\_\_\_\_ Date: \_\_\_\_\_

Condition: \_\_\_\_\_