

UND Music Department Instrument Rental/Loan Policy

1. UND musical instruments must be checked out using the appropriate Music Department form before being released for student use. Instruments WILL NOT be released to students until the instrument rental form is complete, including the student's signature.
2. Normally, a rental fee (to be determined by the department) will be charged, although this may be waived if deemed appropriate to the faculty or staff person checking the instrument out.
3. Each student is legally responsible for repair or replacement of damaged or lost instruments. In order to retain an instrument across term break, the instrument must be checked IN or OUT at the end of each semester or session. Failure to turn in, repair, or replace an instrument could result in failure to receive grades, an administrative block, or legal action in addition to a block on all further instrument loans to that student. Charges to student accounts for missing instruments will be submitted at the end of each semester.
3. Each student is legally responsible for the instrument issued to him or her. The instrument must be stored in a secure location at all times.
4. Instruments must be as clean or cleaner when returned as when checked out.
6. The university shall assume responsibility for regular maintenance of the instrument.

9/28/00

UND Music Department Locker Check-Out Policy

1. Student instrument lockers must be signed out at the beginning of fall semester and vacated by the last day of spring classes. Students checking out lockers for summer use must vacate their locker no later than one week before fall classes begin.
2. Lockers are first and foremost for instrument storage, not personal items. Large lockers are reserved for students with large instruments (tuba, baritone sax, euphonium, etc.). Students may be asked to share a locker. Locker assignments are made at the discretion of the Band GTA or other UND Band personnel.
3. The locker number, student name, instrument, and padlock combination must be accurately recorded when the locker is issued.
4. Students are responsible for emptying and cleaning lockers after use.
5. Lockers may be opened by UND personnel if necessary to search for missing instruments or if not vacated by the stated deadline. This includes cutting the lock, if necessary.

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9/28/00