SCPA: Music Instrument Rental Agreement

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Borrower’s Commitments

- I accept full responsibility for the instrument described above and loaned to me by the University of Calgary Division of Music, and I will return it, together with all its accessories, by the due date listed below or earlier if so requested.
- I accept full responsibility for repair costs or replacement costs if the instrument is damaged or lost while it is signed out to me by the Division of Music.
  - I agree that the University of Calgary may impose a hold on my records in the event that I do not return the instrument as agreed or that I have not paid any costs of replacement or repair for which I am responsible.
  - I agree that the University of Calgary shall not be responsible for instruments stored in Division of Music lockers whether shared or individually occupied.
  - I will return the instrument in the same condition as when borrowed, ensuring that it has been cleaned and all accessories have been returned. I shall report any damage that may have occurred to the instrument.
  - I agree that the University of Calgary Division of Music may, at any time and under any circumstances, request the return of this instrument to the Main Office (CHD 100)
  - I agree to pay $150 deposit for the privilege of signing out and using this instrument. When the Main Office receives this instrument from me, I will be refunded my deposit.
- In the event that the instrument is damaged while under my care, I will forfeit my deposit.

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Student Signature
Print
Date

Division Representative
Print
Date

For Office Use Only

Date Returned: ________________ OK to return Deposit? Y / N

Rental Coordinator Initials: ________________
SCPA: Music Instrument Rental Guidelines

1. Bring the completed form and **$150 deposit** to the SCPA Business Process Administrator in CH D100. Only **cheques payable to the University of Calgary** or cash are acceptable. We do not accept debit or credit card payment.

2. Upon receipt of payment, the SCPA Business Process Administrator will mark the form with the date of payment and receipt number. Take this form to the Instrumental Rentals Coordinator (**Nicolas Luzzi**, nicolas.luzzi@ucalgary.ca) in order to receive your instrument.

3. When you are finished using the instrument, return it to the Instrument Rentals Coordinator.

**Note:** Provided the instrument is returned in satisfactory condition, your refund will be sent to the address you have **provided below**.

**Contact Information**

Name: ____________________________

Address: ____________________________________________________________

City: ___________ Province: _______ Postal Code: ___________

Cell Number: ___________ Email: ________________________________