

**California State University Fresno - Department of Music**

Rental Policy for Instruments, Practice Room Swipe Access, Piano/Percussion Room Access, Locker Request

**Rental and Practice Room Swipe Access: \$42.00 Per Request**

**TO THE MUSIC MAJOR STUDENT:** You are checking out a musical instrument/accessory or requesting swipe access to specific practice rooms from the Fresno State Department of Music. This rental agreement is for the current semester and will end at the end of the current semester.

***By Signing and Initialing this form,*** you understand that you are fully responsible for the security and the proper care of the assigned instruments or usage of the practice rooms. Please use one form for each rental request.

● <b>Term: Summer 2019</b>	
● <b>Print Name:</b> _____	<b>Student ID:</b> _____
● <b>Email:</b> _____ @mail.fresnostate.edu	<b>Cell Number:</b> _____
● <b>Instrument Type:</b> _____	<b>Brand:</b> _____ <b>Serial/ID:</b> _____
● <b>Ensemble Name:</b> _____	<b>Ensemble Director:</b> _____
● <b>Check:</b> Instrument Rental    Standard Swipe Access    Piano Room Access    Percussion Room Access    Locker	

**Instrument Acknowledgement**

\_\_\_\_ I acknowledge, if this item should become lost, stolen or damaged during the time in my possession, I will be required to pay for its replacement or any repair work needed resulting from negligence or improper care.

\_\_\_\_ I acknowledge, if this instrument is damaged or stolen by a third party I will be required to pay for all damages or replace cost associated with the instrument resulting from negligence or improper care.

\_\_\_\_ I acknowledge that this instrument will only be used by me and not loaned out to another student or person.

\_\_\_\_ I acknowledge that if I do not return this instrument at the end of the semester, a hold will be placed on my student account, and I will be assessed a late fee of \$20. I understand that I will be charged the full rental fee for each semester (Spring, Summer and/or Fall) until the instrument is returned. Holds will not be removed until all owed fees are paid.

\_\_\_\_ If the instrument is lost, stolen or damaged I will report to the Music Shop and/or Main Music office as soon as discovery is made. When I believe, the instrument is stolen, I must file a police report immediately. The replacement value of this instrument checked out to me is: \$\_\_\_\_\_. A hold will be placed on my account until arrangements have been made with the Department of Music for damage repair and/or replace cost.

**Piano/Percussion Practice Room, Swipe Access Acknowledgement**

\_\_\_\_ I acknowledge that I cannot grant access to unauthorized users or have the practice rooms doors propped open, that leaving the practice room doors open in their absence and/or granting access to unauthorized users would make me the responsible party should damage or loss occur.

\_\_\_\_ I acknowledge that there is no food or drinks allowed in practice rooms.

\_\_\_\_ I acknowledge that I will be responsible for the costs associated with any equipment or building damage and/or equipment loss that is determined to have occurred during the time coinciding with my rental of the practice room. A hold will be placed on my account until all costs have been addressed to the Department of Music's satisfaction.

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**Lockers and locks are available for Fresno State Music Majors at no charge. The Department of Music will not guarantee security of locker contents nor insure state owned or private equipment being stored.**

\_\_\_\_ I understand all personal items must be removed by the end of the Spring semester. Items left in lockers will be removed and held in music shop or music office for no more than 1 month, items will then be sent to campus police.

\_\_\_\_ I acknowledge that I am **responsible for all personal property stored in assigned locker**, this includes privately owned instruments, music, clothing, state owned instruments and/or equipment. The assigned locker is for instrument use only. Do not store uniforms, books, food or any item not intended for instrumental locker use.

**I am 18 years or older. By my signature, I acknowledge that I have read, understand, and agree with the information provided to me in this document, and am signing it freely.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

\*\*\*\*\*

### Office Use:

**Name (Shop):** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name (Office):** \_\_\_\_\_

**Transaction #:** \_\_\_\_\_