



School of Music, Theatre and Dance

Instrument Loan Form

TO BE COMPLETED BY BORROWER

Type of instrument _____

Date requested _____

Preferred date of return _____

Borrower _____

G# _____

Local address _____

City, state, zip _____

Home phone (____) _____

Cell phone (____) _____

Work phone (____) _____

Permanent address _____
if different _____

FOR DEPARTMENT USE

Make & ID number _____

Date adjustments, if any _____

Return _____

Comment:

Issued by _____
Authorized person

All borrowers: I accept responsibility for the timely return of this instrument in good condition, and for any damages beyond normal wear and tear occurring during the term of this loan. If the item is lost or not yet returned, I agree that I am liable for the University's costs resulting from that non-return.

Students: I understand that in the event of non-return, I will not be able to register for classes or have transcripts sent.

Employees: In the event of non-return, I authorize the University to deduct from my final paycheck that amount, or whatever portion of that amount is available for deduction. I understand that I shall remain liable for any amount remaining after the payroll deduction is made.

I accept these terms.

Borrower's signature

Date