



STALEY MIDDLE SCHOOL 2009-10 INSTRUMENT LIABILITY FORM



Please return entire form. We will copy and return this form for your records once it is entered into our database. For your convenience we will send this form as an attachment if you provide an email address. If you do not have email we will send a hard copy home with your student. If you have questions about this form please contact a band director.

Any student using a school owned instrument is required to pay a one time usage fee of \$100.00. This should be paid by Friday, Sep. 4 and will cover *the entire year* of use. If your family would like to pay by semester, you may turn in \$50.00 by Sep. 4 and then pay \$50.00 for the second semester on Jan. 8. If you have not paid your fee by these dates you will not be allowed to take your instrument home to practice. Checks should be made payable to **Staley Middle School** (not SMSBPA) and please write your students name on the memo line

Please realize we are entrusting a very costly instrument into your care for the next 10 months. Below you will find a space provided to list the condition of the instrument you have been assigned. **Please check over the instrument very carefully.** Your band director will then check the form against the damage you have listed. At the end of the year any damages not listed on this form will be your financial responsibility. In addition, **you will be financially responsible for any repair that needs to be done throughout the year.** If repair is not done in a timely manner more damage may be incurred and again will be your financial responsibility. Instruments that need repair should be taken to **Music and Arts** located in the Target shopping center on Preston. If your instrument needs repair and a director states that the school will pay for it you must get a note from Mr. Wood BEFORE you take your instrument to the music store.

For more information on Music and Arts please check out their website at www.musicarts.com.

Name _____ Instrument _____ Band: BB CB HB SB

Serial # _____ Included in case _____

Condition _____

We understand that the care of the above mentioned instrument will be the sole responsibility of the student and the parent. We also agree that any damage that occurs while the instrument is in our possession will be our financial obligation and will be repaired in a timely manner.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Parent Email _____

Payment Information: Check (list #) _____ Cash Paid \$100 Paid \$50 (other half due Jan. 8th)
(to be made out to Staley Middle School)

Director use only

Date checked out _____ Updated Inventory Initial _____ Copy sent home Initial _____

Date checked in _____ Updated Inventory Initial _____ Repair needed No Yes (list below)