

**Student Information**

Name \_\_\_\_\_ Email \_\_\_\_\_

Student ID \_\_\_\_\_ Student Phone \_\_\_\_\_

**Terms and Conditions**

1. Instruments, associated accessories, and lockers will be loaned to the student for a period of time determined by the course(s) instructor(s) or by 5pm on the concluding day of finals of the enrolled semester.
2. If the instrument and accessories are not returned on or before the due date, ***an academic hold will be placed on the student's University of Louisville account***, preventing the student from registering for classes, among other restrictions. Methods Instruments are returned to Debby Kalbfleisch (LL03) and Performance/Ensemble Instruments are returned to Rachel McCrorey (LL01).
3. The student is responsible for the care and maintenance of the instrument and accessories, and must be returned in the same condition as given.
4. No instrument should be exchanged between students without first consulting Debby Kalbfleisch or Rachel McCrorey. In order to transfer an instrument to another student, the instrument must be returned first before the requesting student is permitted to utilize the instrument.
5. Instruments assigned to School of Music lockers must be stored in the assigned locker with the assigned padlock; it may not be stored elsewhere or off-campus.
6. In case of damage, loss, or destruction of the instrument while on loan, ***the student will pay the repair costs or the replacement value of the instrument.***
7. If the instrument is left unattended or improperly secured, a ***\$50 reclaiming fee*** will be charged to the student before the instrument may be returned to the student.
8. Instruments, associated accessories, and lockers will not be assigned until the student contract is completed, signed, emailed, and received by Debby Kalbfleisch or Rachel McCrorey.
9. Unless an instrument or fee is owed to the University of Louisville School of Music, this contract will remain in effect for the Fall 2021 academic semester.

Date Loaned	Due Date	Instrument	Make	Serial No.	Storage	Shared With	Date Returned	Rec'd By

**Please return completed and signed contract via email to:**

**Debby Kalbfleisch (djkalb01@louisville.edu) for Methods  
Rachel McCrorey (remccr03@louisville.edu) for Performance/Ensemble**

**I understand and agree to the Terms and Conditions above.**

Signature \_\_\_\_\_ Date \_\_\_\_\_