

PROCEDURES FOR IMPLEMENTING BOARD POLICY INSTRUCTIONAL EQUIPMENT 7210
--MUSICAL INSTRUMENTS Page 1 of 4 pages

- A. Students who are enrolled in regular instrumental courses in the day school are eligible to rent instruments from the Glenbrook High Schools. The instrumental director will assess the needs with the students in instrumental classes to determine which instruments are to be rented and to whom they will be rented.

The instruments which will be available for rent from the school are:

Band

Piccolo	E ^b Bass Clarinet	Bass Trombone
Oboe	E ^b Contra-Bass Clarinet	Euphonium (Baritone Horn)
English Horn	B ^b Contra-Bass Clarinet	BB ^b Tuba
Bassoon	B ^b Soprano Saxophone	Sousaphone
E ^b Clarinet	B ^b Tenor Saxophone	Guitar Amplifiers
E ^b Alto Clarinet	E ^b Baritone Saxophone	All percussion instruments
Piano	French Horn (Single & Double)	Flugelhorn

Orchestra

Harp	Viola	Cello
Bass	A Clarinet	C Trumpet
English Horn		

- B. Contract Provisions: Student rental of a school-owned instrument:
- 1) Each student who desires to rent a school-owned instrument will be required to secure a contract which must be signed by the student and parent and the instrumental director before an instrument can be assigned to the student. (A copy of the contract is added to this procedural statement.)

- 2) The student and parent will assume all costs of repairs for that instrument which are necessary to be made during the time set forth in the contract, except for those repairs that are considered to be “normal wear and tear.” “Normal wear and tear” is described as follows:

Woodwinds: Pads and corks can be expected to wear out in normal use.

Brass: Lacquer finish will wear off at places on the instrument where it is in frequent contact with the body.

Strings: Strings, bow hair, and bridges will need to be replaced in normal use.

Anything other than the above can be considered beyond “normal wear and tear.”

The instrumental director will periodically check the condition of all rented instruments. Those that are in need of repair, beyond that which is considered “normal wear and tear” will be sent out for repair by the school. In instances where repairs are necessary, the instrumental director will then arrange for the instrument to be repaired, and the parents will be billed for the repairs directly from the repair shop.

- 3) The student and parent will assume full responsibility for replacing the instrument if it is lost or stolen. In instances where loss or theft occurs, the student/parent shall notify the instrumental director and the instructional supervisor of music immediately. Replacement of the lost or stolen instrument will be with a new one of the same make and model. If the instrument is lost or stolen while on school property, and it can be proven that this loss was not due to negligence or carelessness on the part of the student, the school will assume full responsibility.
- 4) Each student desiring to rent a school-owned instrument may secure a contract from the music department office. Fees for rental of a school-owned instrument will be established annually by the school board. Before being issued an instrument, the student must do the following:
- (a) Make payment of fees at the school bookstore.
 - (b) Submit to the music department office a signed contract and the receipt of payment of fees from the bookstore.
- 5) In the event that more than one student is assigned to the same instrument, each student will assume responsibility as outlined above. In addition, instruments which are being used by more than one person may not be removed from school property without permission of the instrumental director. Separate mouth pieces shall be provided to students who share the use of a wind or brass instrument.

- C. In cases of severe financial need or in cases in which musical balance of the ensemble requires that a student play a school-owned instrument rather than his own, the building principal is authorized to waive the rental fee.

Students/families wishing to have the fee waived due to severe financial need should contact in writing the instrumental director directly. The director will then consult the school's guidance department to determine the status of the request in the same manner that the free school lunch and/or textbook programs are administered. Parents will be notified in writing the results of their request. All matters of this nature shall be kept in strict confidence.

In instances where the instrumental director requests a student to play a school-owned instrument rather than his own instrument, the director may recommend to the building principal that the rental fee be waived.

When a student uses a school-owned instrument in rehearsal so save wear and tear on his/her own instrument, the established semester fee will be charged.

In the event that the student should withdraw from the program, the instrument must be turned over to the school immediately at which time the contract would become void. Fees will be returned only if the student withdraws from the course prior to the third week of the first semester. If a student has paid fees for the entire year and finds it necessary to withdraw prior to the third week of the second semester, one semester's fee will be refunded.

Original: Student
Copy #1: Instrumental Director
Copy #2: District Business Office

AGREEMENT FOR USE OF SCHOOL
MUSICAL INSTRUMENT

This agreement dated _____ between Glenbrook High School and _____, parent/guardian of _____, intended to set forth the conditions under which the school will furnish the student a musical instrument on a rental basis in order that he/she may participate in a music program at the school.

The school agrees to provide the student a _____, serial number _____, for a fee of \$ _____ per semester for both practice and performance in the musical program at the school. No fee refunds will be made should the student withdraw from the music program after the second week of the semester. The instrument must be returned immediately upon withdrawal from the program.

The school provides storage for the instrument in the music department. Theft of school-owned instruments is covered by the school when the instrument is on the school site. Privately owned instruments are not covered by the school insurance.

Parent/guardian _____ and the student _____ agree to pay all costs of repair for the instrument during the period of this agreement except for repairs which are necessary due to normal use of the instrument. They also agree to assume full responsibility for replacing the instrument with a new one of the same make and model if it is lost or stolen when not on school property.

It is understood that the instrument may be taken home for practice subject to the above conditions.

Signed:

Student

Parent/Guardian

the _____ semester of the _____
school year.

Address

City State

Telephone number

Date

Signed:

Instrumental Director
Glenbrook _____ High School
Date: _____

This agreement covers the period of

(For Book Store Use Only)	
Date fees paid received	\$ _____
_____ Authorized signature	
(For office use only)	
Date fees waived	_____