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:

<table>
<thead>
<tr>
<th>Band</th>
<th>Orchestra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piccolo</td>
<td>Harp</td>
</tr>
<tr>
<td>Oboe</td>
<td>Bass</td>
</tr>
<tr>
<td>English Horn</td>
<td>Viola</td>
</tr>
<tr>
<td>Bassoon</td>
<td>A Clarinet</td>
</tr>
<tr>
<td>Eb Clarinet</td>
<td>English Horn</td>
</tr>
<tr>
<td>Eb Alto Clarinet</td>
<td></td>
</tr>
<tr>
<td>Piano</td>
<td></td>
</tr>
</tbody>
</table>

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 addended 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.

Revised: May 29, 2001
PROCEDURES FOR IMPLEMENTING BOARD POLICY:  
INSTRUCTIONAL EQUIPMENT --MUSICAL INSTRUMENTS  

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  
_____________________________________  
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  
_____________________________________  