

Date Out: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Fall  
20\_\_

Spring  
20\_\_

Summer  
20\_\_

Received in by: \_\_\_\_\_

# Middle Tennessee State University School of Music STRING Instrument Check-Out



(Please Print)

Name: \_\_\_\_\_  
Last First Middle Initial

Student  Faculty

M #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Billing Address: (Home/Permanent Address)

Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Local Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Instrument: \_\_\_\_\_ Maker: \_\_\_\_\_

Instrument Number: \_\_\_\_\_

### CIRCLE ALL THAT APPLY:

Instrument      Shoulder Rest      Rosin      Bow      Case  
(Bow maker) \_\_\_\_\_

### AGREEMENT

I agree to assume full responsibility for the above instrument during the checkout period, to include all damage, theft, loss or other incidence which may cause said instrument to be returned in less than satisfactory condition.

I agree to pay all costs of repairs for damage incurred during said checkout period and to pay replacement cost if the instrument is lost or stolen.

Storage of the instrument shall be my personal responsibility. Lockers may be obtained throughout through the music office, Wright Music Building room 150. Special series locks may be obtained at Phillips Bookstore. Instruments left unattended and unlocked will be confiscated and checkout privileges will be revoked for the remainder of the semester. Unless arrangements are made, instruments are to be cleaned and returned during office hours by the third day of finals: if not, a hold will be placed in the records office.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Approved by \_\_\_\_\_

Director or Studio Instructor and Director of School of Music

Note: Studio Instructor and Director of School of Music required for summer check out

Clerk Sign-out \_\_\_\_\_