

# Instrument Loan Form



*The Trail Maple Leaf Band*



## Instrument Loan Agreement

I hereby acknowledge the receipt of the following musical instrument from The Trail Maple Leaf Band (TMLB), Trail, British Columbia. I have paid a loan fee amount of \$1.00 (Jan 2012) to cover the entire loan period. There is no deposit amount required (Jan 2012).

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

Make: \_\_\_\_\_

Serial No. \_\_\_\_\_

TMLB Catalogue No. \_\_\_\_\_

Accessories: \_\_\_\_\_

Case: Yes No (circle one)

Condition or visible marks, at the time of borrowing:

\_\_\_\_\_  
\_\_\_\_\_

Loan period: Regular season, Sept to June only: Yes No (Circle one)  
Or extended season Yes No (Circle one)

The instrument is the property of the TMLB and loaned to me upon the following conditions:

- I am a Regular Member of the TMLB as defined in the Band policies.
- I agree to return the instrument and all accessories in the same condition as received allowing for reasonable wear and tear.
- I accept the responsibility and cost of all cleaning, maintenance and minor repairs necessary to keep the instrument in good working condition, and shall get approval from the Bandmaster or Band Committee before proceeding with any repairs.
- The instrument and all accessories shall be returned to the band room at the end of the regular season or sooner should I no longer need them or once I am no longer a Regular Member of the TMLB. The returns shall occur not later than one week after the last time in the season that I use the instrument, unless an extension on the loan period has been approved by the Bandmaster or Band Committee.
- I agree that I am responsible for any loss or damage to the instrument or its parts, and acknowledge that the instrument, case and accessories have an estimated replacement value of: \_\_\_\_\_. (see available list)
- Under special circumstances, a short term loan (of eg 1 day to 1 month) may be granted to an individual in an organization that is part of the broader area Performing Arts community. The TMLB Bandmaster and one Band Committee member shall grant the loan and be responsible for the safe return of the instrument. The loan fee is waived. The individual borrowing shall fill out this form as if he or she were a Regular Member. Section C applies.

Member name, printed	Member signature	Date
----------------------	------------------	------

Permanent address	
-------------------	--

Proof of address (Utility bill, etc)	Telephone number
--------------------------------------	------------------

e mail address	Employer or Organization if not part of TMLB
----------------	--

The Regular Member borrowing an instrument must also provide a backup as in Sections A or B, or as in Section C.

A/ For Students. I am related as \_\_\_\_\_ to the above stated TMLB Regular Member, and accept the responsibility of ensuring the return of the complete, clean and undamaged instrument to the Band should the Member be unable to return the instrument in person. (Such as when students move away to college or university.)

Name, printed	Signature	Date
---------------	-----------	------

Permanent address	Telephone number
-------------------	------------------

B/ For Members New to the Area I have the following relationship to the above stated TMLB Member: \_\_\_\_\_. I can say that he or she has been a responsible member of our band, \_\_\_\_\_, and would be a suitable candidate to borrow an instrument from the TMLB. A letter of recommendation is attached.

C/ For General Members We, the undersigned, are Regular Members of the TMLB, and can vouch for the reliability of \_\_\_\_\_ in regard to his or her borrowing of an instrument from the TMLB. We understand that signing this document does not in any way make us liable for any loss or damage to the instrument while in the possession of the borrower.

1. _____	_____	_____
Name, print	Signature	Date

2. _____	_____	_____
Name, print	Signature	Date

On behalf of the TMLB, and as part of my duties as Director, TMLB Material Assets or his/her designate, I have loaned the instrument listed above to the above signed Regular Member (or individual) within the guidelines of the TMLB instrument policy.

Name, printed	Signature	Date
---------------	-----------	------

I acknowledge receipt of the instrument and accessories listed above, as they are returned to the TMLB in good condition, from the Member stated on this form.

\_\_\_\_\_  
Name, printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date