

Instrument Rental Policy

The following [form](#) is an Instrument Rental Contract and acts as an Instrument Request notifying the Music Department Office of what musical instrument you are in need of. All fields are required, so please be as thorough as possible. The music office will contact you once your instrument is ready for pick up.

RENTAL POLICY

1. Students are allowed to use rented instruments for one semester.
2. Students must be enrolled in a curricular music ensemble to rent an instrument.
3. If you are using an instrument for an audition, the instrument must be returned immediately following the audition.
4. Rented instruments must be returned to the music department office by the **last day of the semester** (*after juries or commencement*).
5. Students who do not return their rented instruments by the end of the semester will be charged a \$50.00 late fee each day it remains unreturned.
6. If an instrument remains unreturned for more than 4 weeks, the student will be charged the replacement value of the instrument.

OTHER INFORMATION

1. Instruments are not to be left unattended in the halls or classrooms or outside the music office. If found in the hallway, the instruments will be returned to the music office.
2. If any instrument is damaged or in need of repair, inform your ensemble director or studio instructor, or contact the music office immediately.
3. Only use instruments that have been signed out to you. There is to be no sharing within studios. If an instrument is needed by another person, inform your ensemble director or studio instructor, or contact the music office.

By completing this form you are agreeing to the above policy.

Any questions regarding instrument rentals can be directed to musinfo@binghamton.edu.