



Music Instrument Rental Contract

Instruments rented from the Eau Claire Area School District are considered District property and should be cared for as such. Instruments may not be sold or traded, etc. Annual fee is \$75 and includes instrument rental and routine maintenance charge.

Fees must be paid before picking up the instrument.

Student Name: _____ Parent/Guardian Name: _____

Student Grade: _____ Music Activity: _____ Phone Number: _____

Make checks payable to ECASD. We do not want the fee to prohibit anyone from participating in music.
Please contact your Principal to discuss payment options.

Student/Parent/Guardian responsibilities for renting instruments are as follows:

1. **The annual fee for renting/maintaining an instrument is \$75. This is due when picking up the instrument. Instrument will not be issued to the student until fee is paid. If paid on MySchoolBucks.com, print receipt and attach to this contract.**
2. Students have the responsibility to keep the ECASD instrument in good playing condition. Regular cleaning each time the instrument is played:
 - a. Woodwinds: use a swab to pull through the instrument 2-3 times each time it is played to ensure the moisture has been taken out of the instrument.
 - b. Brass: empty water in instrument and keep valves/slide oiled.
 - c. Every few weeks saxophones, piccolos, stringed instruments, and flutes need to be polished with a polishing cloth.
 - d. Stringed instruments should have rosin cleaned from the strings and body after each use.
 - e. Make sure your name and phone number are on the outside of the case.
3. **Each spring instruments are to be returned to school for routine maintenance. Should damage be found during maintenance, student/parent/guardian will be billed for the additional amount due.**
4. Things to Remember:
 - a. Make sure your hands are clean prior to each use.
 - b. Do not let anyone else use/try this school instrument.
 - c. Do not put unnecessary items in the instrument case. Make sure that the latches close properly before picking up the case.
 - d. Hold the instrument properly when sitting, standing, or walking.
 - e. Instruments are very expensive and should be treated with great care. They tend to be sensitive to extreme temperatures. Please do not store outside in extreme heat or cold. Also, be aware that knocking the case around or dropping on the floor can immediately put the instrument completely out of alignment and may become difficult or impossible to play! All materials included in the case should be returned after use (mouthpiece, leadpipe, ligature, etc.).
 - f. **Any dents or damage done to the instrument by the student will be paid for by the student/parent/guardian.** If the instrument isn't properly taken care of, it will be taken away.

We have read the above stipulations and take responsibility for keeping this instrument in good playing condition and understand the fee structure set forth above. **(Return this contract with payment for instrument issuance.)**

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

If you would like a Hmong person to translate this letter into Hmong for you or if you have questions about this letter, call Blia Schwahn at (715)852-6850.

Yog koj xav tau tus neeg Hmoob txhais tsab ntwav no ua lus Hmoob rau koj los yog koj muaj lus nug txog tsab ntwav no, hu rau Blia Schwahn (715)852-6850.

OFFICE USE ONLY – 10-798-10293-500000-000 XX	
Date Paid: _____	Amount: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check # If applicable: _____

Music Teacher Only		
Instrument: _____	Brand: _____	Serial No.: _____
Check Out Date: _____	Check In Date: _____	