



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

Policy 3453.05 - Music Instrumental Rental Fund

Approved on December 1, 2025

In order to ensure all students have access to the musical performing arts, the Consolidated School District of New Britain will maintain its instrument inventory, which may be rented out to students to allow for their participation in band and/or orchestra.

Rental Fees

Fees will be charged in order to maintain playability of the district's inventory. The Superintendent or their designee shall set an annual rate for instrument rental within the district K-12. Students will pay this fee at the beginning of the year and it shall be non-refundable.

K - 12 Rental Fees should be collected in the form of a check or money order made out to CSDNB Instrumental Repair Fund, or electronic payment. Each student or family will be given a written receipt of payment and the individual music teachers will maintain a record of student rentals, including the amount paid and a description or asset control number for the instrument rented. In the case of extraordinary circumstances the district may, at the discretion of the Superintendent or their designee, waive the rental fee of any student.

Use of Funds

K-12 The rental fees collected shall be maintained in a separate special revenue fund - The CSDNB Instrumental Rental Fund - managed by the district. The primary use of these funds shall be for the maintenance of the K-12 instrumental inventory. This includes; replacement or purchase of instruments and necessary equipment to maintain the safety and security of said instruments, the CSDNB Instrumental Rental Fund may be used for these purchases at the discretion of the Superintendent or their designee. All expenditures from this fund shall be subject to the policies of the Board of Education, including bid and purchase order procedures. The Superintendent or designee may request these funds to be used for another expense related to the Fine Arts department. Any such request shall require Board approval.