SCPA: Music Instrument Rental Agreement

<table>
<thead>
<tr>
<th>Fees Collected</th>
<th>Receipt#</th>
<th>Date</th>
<th>Business Process Admin Initials</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Renter’s Name:</th>
<th>Last</th>
<th>First</th>
<th>UCID #</th>
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<table>
<thead>
<tr>
<th>Instrument (Type &amp; Make)</th>
<th>Serial #</th>
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Condition and any included accessories

**Borrower’s Commitments**

- I accept full responsibility for the instrument described above and loaned to me by the University of Calgary Division of Music, and I will return it, together with all its accessories, by the due date listed below or earlier if so requested.
- **I accept full responsibility for repair costs or replacement costs if the instrument is damaged or lost while it is signed out to me by the Division of Music.**
  - I agree that the University of Calgary may impose a hold on my records in the event that I do not return the instrument as agreed or that I have not paid any costs of replacement or repair for which I am responsible.
  - I agree that the University of Calgary shall not be responsible for instruments stored in Division of Music lockers whether shared or individually occupied.
  - I will return the instrument in the same condition as when borrowed, ensuring that it has been cleaned and all accessories have been returned. I shall report any damage that may have occurred to the instrument.
  - I agree that the University of Calgary Division of Music may, at any time and under any circumstances, request the return of this instrument to the Main Office (CHD 100)
  - I agree to pay $150 deposit for the privilege of signing out and using this instrument. When the Main Office receives this instrument from me, I will be refunded my deposit.
  - **In the event that the instrument is damaged while under my care, I will forfeit my deposit.**

**For Office Use Only**

<table>
<thead>
<tr>
<th>Date Returned:</th>
<th>OK to return Deposit?</th>
<th>Rental Coordinator Initials:</th>
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</table>

Student Signature | Print | Date

Division Representative | Print | Date

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SCPA: Music Instrument Rental Guidelines

1. On this form, sign and date page one, and enter your contact information on page two.
2. Email the completed document to the Business Process Administrator, John McDougall john.mcdougall1@ucalgary.ca
3. After the completed form has been received, you will be emailed a phone number to call to make the deposit payment of $150 by credit card.
4. Payment details will be added to the Instrument Rental Agreement, which will be emailed to you with a copy of the visa receipt.
5. **AFTER the deposit is paid**, email the form with the payment details to the Instrumental Rentals Coordinator (Nicolas Luzzi, nicolas.luzzi@ucalgary.ca) and arrange a time to pick up your instrument.
6. **You must keep a copy of the completed rental form. You need to provide this form to receive your refund when you return your instrument.**
7. When you are finished using the instrument, return it to the Instrument Rentals Coordinator, who will mark the instrument return details on the form.
8. Email the form **with the Credit Card payment receipt** to the Business Process Administrator.

**Note:** Provided the instrument is returned in satisfactory condition, your refund will be sent to the address you have provided below.

**Contact Information**

Name: __________________________________________

Address: __________________________________________

City: _______________ Province: _________ Postal Code: ____________

Cell Number: ____________ Email: ________________________________