

SCPA: Music Instrument Rental Agreement

Fees Collected – Receipt#

Date

Business Process Admin Initials

Renter's Name: Last

First

UCID #

Instrument (Type & Make)

Serial #

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.**

Student Signature

Print

Date

Division Representative

Print

Date

For Office Use Only

Date Returned: _____

OK to return Deposit? Y / N

Rental Coordinator Initials: _____

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: _____