

UNIVERSITY OF HAWAI‘I BANDS

Equipment Sign-out Form

Marching Band Concert Band Symphonic Band Wind Ensemble Methods Classes Other

Name _____ UH ID# _____
Last First M.I.

College & Major _____ Fall / Spring / Summer _____

Current Address _____

City _____ State _____ Zip _____

Phone _____ Unlisted Cell _____

U.H. Email Address _____

Other E-Mail Address _____

Instrument: _____ Make/Model: _____

Case No.: _____ Serial No.: _____

Authorized Custodian _____

UNIVERSITY OF HAWAI‘I BAND – EQUIPMENT/INSTRUMENT BORROWING POLICY

You have checked out a musical instrument or equipment that is the property of the Music Department at the University of Hawai‘i at Mānoa. You are fully responsible for the security and care of this instrument/equipment.

University of Hawai‘i property must be returned at the end of each semester, or in some circumstances, upon request. This is especially important if you are leaving the island or are not returning to school. Failure to meet a return deadline may result in: (1) registration holds for all returning students; (2) fees for graduating/non-returning students or students who have had an unresolved registration hold for over two months; (3) the replacement value of the instrument/equipment will be imposed and the instrument/equipment will be reported as stolen to the UH Campus Security/Honolulu Police Department.

If the instrument/equipment requires maintenance or repair, bring the issue to the attention of the Equipment Manager and/or Ensemble Director, and enlist their aid in arranging for repair as necessary. The UH Music Department cannot be liable for maintenance or repairs without prior approval.

If the instrument/equipment should become lost or stolen - whether on state property (i.e., the instrument locker room) or in your possession elsewhere - you are required to report it as missing to your Ensemble Director and the Equipment Manager immediately. If it is determined that the instrument/equipment has gone missing due to negligence or misplacement, you may be responsible for the replacement of the instrument/equipment. You will also be required to pay for any damage to the instrument resulting from negligence or improper care (not including normal wear and tear), as determined by the repair technician, Ensemble Instructor or Department Chairman.

*I, the undersigned, have read the University of Hawai‘i Band’s **Equipment/Instrument Borrowing Policy** above and agree to the terms and conditions as described within.*

Signature

Date