



**School of Music and/or the College of Arts and Media  
Instrument/Equipment Loan Agreement**

Today's Date	Due Date	\$	Estimated Value
Name: Last (Family)	First (Given)	M.I.	MUID
Instrument/Equipment Type	Make	Sch. of Music ID#	Serial #
Condition			
Accessories			

**BORROWER'S COMMITMENTS**

- I accept full responsibility for the instrument/equipment described above and loaned to me by the Marshall University School of Music (School of Music), and I will return it, together with all its accessories, by the due date listed above or earlier if so requested. I am responsible for this instrument/equipment at all times, both on and off campus, whether or not I am at a university function.
- I accept full responsibility for repair costs or replacement costs if this instrument/equipment is damaged or lost before I return it to the School of Music.
- I agree that Marshall University may impose a hold on my records and financial aid in the event that I do not return the instrument/equipment as agreed or that I have not paid any costs of replacement or repair for which I am responsible.
- I understand that until the School of Music and I have settled this debt and the hold is lifted by the School of Music and/or the College of Arts and Media, I will not be permitted to register for courses, to request official transcripts, or to transact any business with the university.
- I agree that Marshall University shall not be responsible for instruments/equipment stored in School of Music lockers whether shared or individually occupied.
- I will return the instrument/equipment in the same condition as when borrowed, and cleaned, polished, greased, and oiled as appropriate, to the appropriate faculty member of the School of Music, and shall report any damage that may have occurred to the instrument/equipment.
- I agree that Marshall University may, at any time and under any circumstances, remove this instrument/equipment from any School of Music locker or storage facility without prior notice.

Student Signature	Date
Faculty Signature	Print
	Date

Date instrument returned	
Condition of instrument <i>(describe any necessary repairs)</i>	
Student signature	
Faculty signature	