

**ROCKWALL ISD MS/HS ORCHESTRA  
SCHOOL INSTRUMENT USE FORM**

This form is for students in the Rockwall ISD Orchestra program that are being issued a district-owned instrument for **school use only**. The instrument will be kept at school and may be shared/used by other students in other Orchestra classes. If your student is in need of an instrument to use at home, please ask your school orchestra director for more details about this process. Please read the information below carefully and remit payment for the appropriate amount.

School instruments will be issued in playing condition and must be returned in the same condition. Students are responsible for daily/regular maintenance of this instrument. Any damage from negligence or abuse will be the responsibility of the student/parent/guardian. All school instruments are issued with the understanding that if, in the opinion of the director, the instrument is not properly maintained or used the student may lose access to a school instrument at the decision of the director and would be required to bring their instrument from home to class.

Students and Parents/Guardians will be held financially liable for any damages or repairs needed which includes anything that alters the state of the equipment from the time the equipment was issued to the student by Rockwall ISD. If the instrument is damaged beyond repair or is lost, then the student/parent/guardian will be held financially responsible for the replacement value of the instrument.

<b>Student First Name</b>	<b>Student Last Name</b>

**INSTRUMENT INFORMATION**

<b>Instrument</b>		<b>Bow</b>	
<b>Make</b>		<b>School Number</b>	
<b>Model</b>		<b>Serial Number</b>	
<b>Replacement Value</b>			

**ISSUED ACCESSORIES**

Students are responsible for all issued accessories. These accessories may not be available depending on the amount of items needed through the program. Any accessories issued must be returned with the instrument issued.

<b>Shoulder Rest</b>		<b>Instrument Case</b>	
<b>Rock Stop</b>		<b>Rosin</b>	
<b>Replacement Value</b>			

**CONDITION OF INSTRUMENT**

The RISD Orchestra Director will inspect your instrument and case and describe their conditions in detail below before use.

Dents, scratches, strings: \_\_\_\_\_

Bow condition: \_\_\_\_\_

Case: \_\_\_\_\_

**USAGE & CHECKOUT FEES**

The fee for instrument use at school is \$35.00. This fee helps cover routine maintenance such as string replacement and bow re-hairs. Checks should be payable to "Rockwall ISD."

Check/Money Order:		Number:	
Cash:		Parent/Guardian Name:	
Amount:		Received By:	

**I AGREE TO BE RESPONSIBLE FOR THE INSTRUMENT DESCRIBED. I HAVE READ AND UNDERSTAND THIS FORM CONCERNING THE CARE, MAINTENANCE, AND RESPONSIBILITY FOR A SCHOOL OWNED INSTRUMENT INCLUDING THE REPLACEMENT COSTS FOR THE INSTRUMENT AND EQUIPMENT ISSUED SHOULD IT BE LOST OR DAMAGED.**

**Student Name** \_\_\_\_\_ **Student Signature** \_\_\_\_\_

**Parent Name** \_\_\_\_\_ **Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Parent Cell Phone** \_\_\_\_\_ **Parent Work Phone** \_\_\_\_\_