

ROCKWALL ISD ORCHESTRA INSTRUMENT CHECKOUT FORM

This form is for students in the Rockwall ISD Orchestra program that are being issued a district-owned instrument for **personal use at home**. Please read the information below carefully and remit payment for the appropriate amount.

School instruments will be issued in playing condition on a first come, first serve basis according to the criteria outlined below. Instruments must be returned in the same condition they are issued. Students are responsible for daily/regular maintenance of the instrument. Any theft, loss, or 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, used, or if the student is not completing Orchestra assignments, it must be returned to the school at the request of the director.

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.

Student First Name	Student Last Name

ISSUANCE CRITERIA

Is your student on Free/Reduced Lunch Status? _____

INSTRUMENT INFORMATION

Instrument		Bow	
Make		School Number	
Model		Serial Number	
Replacement Value			

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.

Shoulder Rest		Instrument Case	
Rock Stop		Rosin	
Replacement Value			

CONDITION OF INSTRUMENT

A Rockwall ISD Orchestra Director will inspect your instrument and case and describe their conditions in detail below before issuance. Please review the information listed below for any concerns/questions.

Dents, scratches, strings: _____

Bow Condition: _____

Case: _____

USAGE & CHECKOUT FEES

The Orchestra director will select the instrument(s) to be issued to the student for personal use at home. The student and family are responsible for paying the associated fee for checking out this instrument. Please refer to the chart below. These fees help cover routine maintenance costs such as string replacement and bow re-hairs in addition to cleaning and repairs. Checks should be payable to "Rockwall ISD."

Instrument	Fee
Violin	\$75.00
Viola	\$100.00
Cello	\$150.00
Bass	\$200.00

Select your Payment Option. **Payment and this form must be received by the Orchestra Director that completed this form before the instrument can be taken home.**

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 _____