

Instrument/Equipment Certification Form & User Agreement for the McIntire Department of Music

I certify that the equipment listed is at the location specified below and is being used in a manner consistent with the purpose, mission and goals of the University.
(See <https://policy.itc.virginia.edu/policy/policydisplay?id=PRM-011> for more information)

Borrower Information

Name: _____
Phone #: _____ Email: _____
Local Address: _____

Instrument/Equipment Use Location (i.e. Building on Grounds, or Address)

Instrument/Equipment Information

Description: _____
Asset Tag #: _____ Serial #: _____
Model: _____ Manufacturer: _____
Purpose of Equipment Rental: _____
Condition of Equipment at Checkout: _____

For Department Use Only: Signatures of Approval

Responsible Faculty: _____ Date: _____
Director of Music Performance: _____ Date: _____
Department Chair: _____ Date: _____

Date of Return: _____ Checked In By: _____
Comments on Return Condition: _____

User Agreement for Instrument/Equipment Use

Read carefully and initial on each line to indicate you understand and agree with the preceding statement. Complete #1 for "Department Use Inside Old Cabell," #2 for "Departmental Use Outside Old Cabell," or #3 for "Non-Departmental Use."

1. Departmental Use Inside Old Cabell

Borrowers must reimburse the University of Virginia for any damage to the instrument/equipment or for the loss of the instrument/equipment if such damage or loss is due to negligence or non-approved use. _____

Borrowers are responsible for removing and returning the instrument/equipment in a manner that does not disturb the teaching or administrative functions of the Music Department. _____

2. Departmental Use Outside Old Cabell

Borrowers assume liability for the first \$1000 of repair/replacement costs, regardless of cause. _____

Borrowers may be required to assume full liability for all damages and to provide proof of insurance sufficient to cover the replacement value. This determination will be made by the Director of Music Performance and Department Chair at the time that use is approved. _____

Borrowers are responsible for removing and returning the instrument or equipment in a manner that does not disturb the teaching or administrative functions of the Music Department. _____

Some musical instruments/equipment may not be used outside of Old Cabell, even for department-sponsored events, without written consent from the Director of Music Performance & the Department Chair. _____

3. Non-Departmental Use

Borrowers assume liability for the first \$1000 of repair/replacement costs, regardless of cause. _____

Borrowers may be required to assume full liability for all damages and to provide proof of insurance sufficient to cover the replacement value. This determination will be made by the Director of Music Performance and Department Chair at the time that use is approved. _____

Borrowers are responsible for removing and returning the instrument or equipment in a manner that does not disturb the teaching or administrative functions of the Music Department. _____

Some musical instruments/equipment may not be used outside of Old Cabell, even for department-sponsored events, without written consent from the Director of Music Performance & the Department Chair. _____

Insurance Company & Policy Number: _____
You must provide proof of insurance

Checkout Date: _____ Expected Return Date: _____

Borrower's Signature: _____ Date: _____