

**UNIVERSITY OF VIRGINIA  
INSTRUMENT/EQUIPMENT CERTIFICATION FORM AND USER  
AGREEMENT FOR THE MCINTIRE DEPARTMENT OF MUSIC**

I certify that the equipment listed below is at my residence or another location in or outside of Old Cabell Hall, 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:

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(Last)

(First)

(Middle Initial)

Local Address:

---

(Street)

---

(City)

(State)

(Zip Code)

---

(Email)

---

(Primary Phone)

**INSTRUMENT/EQUIPMENT LOCATION**

---

(Street Address)

---

(City)

(State)

(Zip Code)

**INSTRUMENT/EQUIPMENT INFORMATION**

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(Type of Instrument or Description of Equipment)

---

(Asset Tag Number)

---

(Serial Number)

---

(Model)

---

(Manufacturer)

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(Explain what the instrument or equipment is being used for)

Description and condition of instrument/equipment at check out. Please provide information regarding existing imperfections so as not to be held accountable for them upon return of the instrument/equipment.

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# USER AGREEMENT FOR INSTRUMENT/EQUIPMENT USE

Read carefully and initial on each line to indicate you understand and agree with the statement preceding the line. Complete #1 for departmental use and #2 for non-departmental use.

## 1. DEPARTMENTAL USE

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. \_\_\_\_\_

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

## 2. NON-DEPARTMENTAL USE BY DEPARTMENT MEMBERS

All borrowers assume liability for the first \$1000 of repair or 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 Chair at the time that use is approved. \_\_\_\_\_

Name of Insurance Company and Policy Number \_\_\_\_\_

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 or equipment may not be used outside of OCH, even for department-sponsored events, without written consent from the Director of Music Performance & the Chair. \_\_\_\_\_

\_\_\_\_\_  
Check-Out Date & Time

\_\_\_\_\_  
Expected Date & Time of Return

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

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### FOR DEPARTMENTAL USE ONLY

### I APPROVE THE LOCATION & USE OF THIS INSTRUMENT OR EQUIPMENT

\_\_\_\_\_  
Signature of Responsible Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Music Performance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

Proof of Insurance                      Will be required                      Will not be required

Date of Return: \_\_\_\_\_                      Checked in By: \_\_\_\_\_

Comments on Condition: \_\_\_\_\_

Return form to: Music Department, PO Box 400176, 924-3052