

McIntire Department of Music Instrument/Equipment Use Policy

1. Departmental Use

Musical instruments or equipment belonging to the McIntire Department of Music may be used by University of Virginia students and Music Department faculty for performances, rehearsals, classes, and lessons sponsored by the department, as well as for private practice related to those activities. All other use, including use by UVa faculty not in the Music Department, is prohibited except by written consent from the Director of Music Performance and the Chair of the Music Department. Instruments/equipment checked out to University students or faculty may not be used by other unauthorized persons. The department requires that instruments/equipment be used and cared for according to normal practices for each instrument/equipment. 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.

All borrowers must complete and deposit a *University of Virginia Instrument/Equipment Certification Form and User Agreement For The McIntire Department of Music* with the department. This includes instruments/equipment being loaned to students for lessons or classes, instruments/equipment being taken for repair or estimates, music stands, speakers, amps, microphones, etc. taken outside of the building for performance, etc. The completed form will be kept on file with the department.

If equipment or instruments are being moved from room to room in Old Cabell Hall an email should be sent to music-equipment@virginia.edu. An email does not have to be sent if the instrument or equipment is being used in the auditorium for a rehearsal or performance. Borrowers are responsible for obtaining approval from the faculty in charge of the instrument/equipment and for removing and returning the instrument/equipment in a manner that does not disturb the teaching or administrative functions of the Music Department.

ETF Instruments or Equipment

If an item is taken outside of Old Cabell Hall that was purchased with ETF funds and has an asset tag on it, an additional form called *OFF-GROUNDS CAPITAL EQUIPMENT CERTIFICATION (P-2) FORM* is required.

NOTE: some musical instruments or equipment may not be used outside of Old Cabell Hall, even for department-sponsored events, without written consent from the Director of Music Performance and the Department Chair.

2. Non-Departmental Use by Department Members

Musical instruments or equipment belonging to the McIntire Department of Music may be used by Music Department faculty for certain performances and rehearsals that are not sponsored by the department. Such use requires the written consent of the Director of Music Performance and the Chair of the Music Department. The basis for granting or denying permission will be the university's policy statement:

University equipment and consumable materials and supplies may not be used for personal or commercial purposes. University equipment shall be used only for functions that promote the University's mission of teaching, scholarship, research and public service, as follows:

- Used in connection with a University or University-Related Foundation function; (see also Policy XV.G.3, "[University Services and Activities](#)."); or
- Used pursuant to a contractual agreement between the University and a government agency, a private business or another educational institution; and the agreement has been reviewed for consistency with University policy on competition with the private sector and unrelated business income by the University's authorized signatory (Comptroller), with the assistance of the Office of the General Counsel as necessary.

[<https://policy.itc.virginia.edu/policy/policydisplay?id=PRM-011>]

Where appropriate, the Director of Music Performance and Chair will also consult the faculty member responsible for the instrument or equipment. In cases of non-departmental use, the department requires that instruments/equipment be used and cared for according to normal practices for each instrument/equipment. All borrowers assume liability for the first \$1000 of repair or replacement costs, regardless of cause. Depending on the specific circumstances of use, 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.

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3. Use by Non-UVa Organizations and Individuals

Musical instruments or equipment belonging to the McIntire Department of Music may be used by non-UVa organizations and individuals for certain performances and rehearsals that take place in Old Cabell Hall. The conditions of such use are specified in the Old Cabell Auditorium user contract and are subject to maintenance fees. The non-UVa organization or individual using the instrument or equipment assumes full liability for all damages and must provide proof of insurance sufficient to cover the replacement value.

All borrowers must complete and deposit a *MCINTIRE DEPARTMENT OF MUSIC INSTRUMENT/EQUIPMENT CHECK-OUT FORM AND USER AGREEMENT FOR NON-UVA ORGANIZATIONS AND INDIVIDUALS* with the department. 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.

Non-UVa organizations and individuals may not borrow or rent departmental instruments or equipment for use outside of Old Cabell Hall.