

**Cobb County School District**  
**Check-out Form for School-Owned Musical Instruments**

Name \_\_\_\_\_ Instrument \_\_\_\_\_ Brand \_\_\_\_\_

Serial Number \_\_\_\_\_ School's Number \_\_\_\_\_ Value \_\_\_\_\_

Accessories:

\_\_\_\_\_ Case

\_\_\_\_\_ Neck Strap

\_\_\_\_\_ Mouthpiece

\_\_\_\_\_ Lyre

\_\_\_\_\_ Ligature

\_\_\_\_\_ Crook

\_\_\_\_\_ Mouthpiece Cap

\_\_\_\_\_ Cleaning Rod

\_\_\_\_\_ Bow

**WE ACKNOWLEDGE RECEIPT OF THE ABOVE INSTRUMENT AND ACCESSORIES  
AND AGREE TO THE FOLLOWING:**

1. To be personally responsible for the safe-keeping of this instrument and return it immediately to the school upon request of the director or principal.
2. To maintain the instrument in good condition at all times including having it repaired as deemed necessary and as requested by the director. (Any repairs which are to be paid by the school must be handled by the band or orchestra director.)
3. To have the instrument assessed by the teacher at the end of the contract period and pay a fair assessment for all damage in excess of normal wear and tear.
4. To allow no person other than myself to play, handle, or use this instrument without specific permission of the director.
5. To use the instrument in the best of my ability for serious study including regular attendance at all organizational rehearsals and performances, regular home practice and additional instruction and study when possible.

\_\_\_\_\_  
Signature of Parents or Guardian

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Business Phone

This form must be signed and returned before the instrument is released to the student. It will be kept on file until the instrument is checked in.

**TO BE COMPLETED WHEN THE INSTRUMENT IS CHECKED IN:**

The above named instrument has been returned in satisfactory condition.

Date \_\_\_\_\_ Signature of Director \_\_\_\_\_