

**College of Music  
Instrument Loan Agreement**

Today's Date		Due Date	
Name: Last (Family)	First (Given)	M.I.	PID
Instrument Type	Make	MD #	Serial #
Condition			
Accessories			
Estimated Value	Fees Collected – Receipt #	Late Fee: \$20.00 Summer Rental Fee: \$50.00	

**BORROWER'S COMMITMENTS**

- I accept full responsibility for the instrument described above and loaned to me by the Michigan State University College of Music, and I will return it, together with all its accessories, by the due date listed below or earlier if so requested.
- I accept full responsibility for repair costs or replacement costs if this instrument is damaged or lost before I return it to the College of Music.
- I agree that Michigan State University may impose a hold on my records and financial aid in the event that I do not return the instrument as agreed or that I have not paid the rental fee, late fee or any costs of replacement or repair for which I am responsible.
- I agree that Michigan State University shall not be responsible for instruments stored in School of Music lockers whether shared or individually occupied.
- I will return the instrument in the same condition as when borrowed, and cleaned, polished, greased, and oiled, to the College of Music equipment manager, and shall report any damage that may have occurred to the instrument.
- I agree that Michigan State University may, at any time and under any circumstances, remove this instrument from any College of Music locker or storage facility without prior notice.

Student Signature Date		
Equipment Manager Signature	Print	Date