

MUSIC FOR SCHOOLS

Thanks to the generosity of many donors, Luther Burbank Center for the Arts is able to offer the Music for Schools instrument lending library program. The purpose is to make free instruments available to students who might otherwise not have the opportunity to play.

Music for Schools utilizes the following criteria:

1. Priority is given to students with financial need. Music for Schools utilizes an honor system based on requests from the Music Teacher.
2. Instruments are loaned to students through the Music Teacher for the entire school year free of charge.
3. An application must be completed for each student requesting an instrument. Incomplete applications will not be considered.
4. Applications for students who will be responsible for the care of an instrument are preferred. Once placed, the parent(s) and school assume financial responsibility in the event of loss or damage.
5. Instruments are released only to Music Teachers; alternate arrangements will be considered on a case by case basis.
6. Music Teachers are key to ensuring proper use and handling of the instruments.

Thus, Music Teachers agree to the following:

- Teach proper storage, use, cleaning, and maintenance of instrument
 - Ensure student is attending class and the instrument is being played regularly
 - If a student drops or moves, return the instrument immediately
 - Notify Music for Schools immediately in the event of loss or damage
 - Return instrument by due date notifying Music for Schools of any maintenance needs
 - Facilitate completion of the Music for Schools student evaluation
 - Complete and return the Music for Schools teacher evaluation
7. Music for Schools endeavors to provide students with clean, fully functioning instruments. Repairs for non-routine maintenance are the responsibility of the parent(s) or school. Please call Tracy Sawyer at 707.800.7529 to discuss any malfunctions or repair needs prior to authorizing work on an instrument.
 8. Should a student move or leave the music program during the school year, we ask that the instrument be returned to Music for Schools immediately.
 9. Though most requests occur at the beginning of the school year, applications are accepted throughout the year and are filled according to availability.
 10. When returning instruments, we ask that any maintenance needs or issues be provided.

Please complete a Music for Schools Lending Library Application for each instrument request and fax to 707.546.7020 or email to Tracy Sawyer at tsawyer@lutherburbankcenter.org.

Thank you for your interest in the Luther Burbank Center for the Arts Music for Schools program.



MUSIC FOR SCHOOLS INSTRUMENT LENDING LIBRARY APPLICATION

School: _____ School Phone: _____

School Address: _____ City: _____ Zip: _____

Music Teacher's Name: _____ School Instructor Private Instructor

Student Name: _____

Parent Name: _____ Daytime Phone: _____

Reason for need: *(ex: Financial need; unable to rent)* _____

Instrument requested:

- | | | | |
|--------------------------------|--------------------------------|-----------------------------------|---|
| <input type="radio"/> Cello | <input type="radio"/> Flute | <input type="radio"/> Orff | <input type="radio"/> Violin: <input type="radio"/> 1/4 <input type="radio"/> 1/2 <input type="radio"/> 3/4 <input type="radio"/> 4/4 |
| <input type="radio"/> Clarinet | <input type="radio"/> Guitar | <input type="radio"/> String bass | <input type="radio"/> Horn: <input type="radio"/> French <input type="radio"/> Baritone |
| <input type="radio"/> Cornet | <input type="radio"/> Keyboard | <input type="radio"/> Trombone | <input type="radio"/> Saxophone: <input type="radio"/> Soprano <input type="radio"/> Alto <input type="radio"/> Tenor |
| <input type="radio"/> Drums | <input type="radio"/> Oboe | <input type="radio"/> Trumpet | <input type="radio"/> Other: _____ |

For review by the STUDENT:

By accepting this instrument, I promise to care for it properly and to inform my teacher, parent, and principal in the event of loss, damage, or malfunction.

Print Name _____ Student Signature: _____

For review by the PARENT:

I have read the criteria for use of the Lending Library and understand that if the instrument is lost or damaged, I/we agree to reimburse Music For Schools for any necessary expenses.

Print Name _____ Parent Signature: _____

For review by the MUSIC TEACHER:

I have read the criteria for use of a Lending Library instrument and agree to check periodically that the instrument is being cared for properly and being used. I will inform Music for Schools in the event of loss or damage as soon as possible. I will return the instrument to Music for Schools by the specified date at the end of the school year and notify staff of any maintenance needs.

Music Teacher: _____

For review by the PRINCIPAL:

I support the lending of an instrument to this student. I have read the criteria for use of a Music for Schools instrument and I am aware of this agreement. In the event of the departure of the Music Teacher, I will assume all responsibilities of the Music Teacher as outlined in the criteria. In the event a parent cannot reimburse Music for Schools for loss or damage, my school assumes all responsibility.

Principal Signature: _____

PLEASE NOTE:

- Incomplete requests will not be processed
- Please write legibly
- Instruments are provided **only** to Music Teacher without prior arrangement
- Instruments cannot be reserved
- Please contact Tracy Sawyer to arrange instrument pick up and return at 707.800.7529 or email tsawyer@lutherburbankcenter.org

Music For Schools use only:

Instrument #: _____

Serial #: _____

Date: _____