



OSCA Instrument Check Out Liability Form

1. An instrument or bow on loan and the associated accessories, such as cases, straps, etc. (“The Instrument”) are the sole responsibility of The Borrower. The Instrument is to remain in his or her possession until the termination of the loan.
2. The Instrument is to be returned on or before the date designated. Renewals may be granted at the discretion of the Director of the Collection of Musical Instruments (“The Director”), but only after The Instrument has been returned at the end of the borrowing period.
3. Failure to return The Instrument on time may result in the revocation or suspension of borrowing privileges. Further action may include placing a hold on the student’s diploma or denying his or her participation in commencement activities. For non-student Borrowers, full legal remedies will be pursued.
4. OSCA agrees to insure The Instrument while in the possession of The Borrower. The Borrower may be assessed a deductible in an amount up to \$500, at the discretion of OSCA, if OSCA finds that the loss of or damage to The Instrument is due to The Borrower’s gross negligence, willful misconduct or failure to comply with the Rules and Regulations for Use.
5. The Director reserves the right to terminate the loan agreement at any time and for any reason, and if such agreement is terminated, The Borrower agrees to return The Instrument within 24 hours.
6. The Borrower understands that by affixing his or her signature to this document he or she agrees to the terms of the loan as specified herein and the Rules and Regulations for Use, and assumes full responsibility for The Instrument.

Caregiver Initials _____

Signature Page

Instrument and Maker

_____ to _____
Loan Period

Borrower's Name

_____ & _____
Borrower Telephone Number E-mail Address

Faculty Approver's Signature

Parent / Caregiver Signature

Date Instrument Returned

Signature of Staff Person Receiving Instrument (attesting to shape and quality of instrument)