Western Oregon University Music Department

Instrument/Equipment Rental Agreement

Name: V#:

Instrument/Equipment:

Make: Serial #:

Purpose of Rental:

Other Items:

Issue date: Issued by:

**SIGN THE BACK**

You must have a V number in order to rent equipment or instruments. Instrument/equipment rentals begin on the sign date and end on June 18, 2021. All instruments and equipment must be turned in by June 18, 2021 to the music office to avoid fees. Renters who do not return equipment/instruments on June 18, 2021 will be charged a one-time replacement fee of the full value of the instrument and/or equipment. This charge will be reversed at any time once the items are returned. There is a $15.00 flat fee for use of equipment/instruments EACH TERM the item is in the renter’s possession. A rental fee waiver may be approved by a faculty with a written explanation. All instrument and equipment rental MUST BE approved by a faculty member.

I agree to be personally responsible for the return of the equipment in good condition. In case of damage or loss, I agree to pay for repair or replacement at market value that is acceptable to the WOU Music Department. I agree to pay all attorney’s fees and other costs and charges for the collection of any amount not paid when due in accordance with the terms of this agreement. I understand that registration can be denied on all past due amounts. I agree to pay the $15.00 fee each term I have possession of the instrument/equipment, unless the rental fee waiver is signed.

Signature: Date:

Rental Fee Waiver Approval: Date:

 Reason for waiver: