

School Year \_\_\_\_\_

**ORANGE COUNTY PUBLIC SCHOOLS**  
**BAND/ORCHESTRA INSTRUMENT CHECK-OUT FORM**

The undersigned student and parent/guardian hereby acknowledge receipt of the school owned Music Department property listed below. In consideration for this property being issued to us, we do hereby agree to the following:

1. To accept full fiscal responsibility for the below named equipment.
2. To keep, at my own expense, said property in good repair and playing condition.
3. To surrender any Music Department property issued to me, upon notice by the Band/Orchestra Director or school authorities.

DESCRIPTION OF PROPERTY

Instrument \_\_\_\_\_ Brand \_\_\_\_\_ Model \_\_\_\_\_

Factory Serial No. \_\_\_\_\_ County I.D. No. \_\_\_\_\_

Condition: Excellent Good Fair Poor

Instrument blemishes to note at the time of check-out: \_\_\_\_\_

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INSTRUMENT IS EQUIPPED WITH THE FOLLOWING ACCESSORIES:

Case/Bag \_\_\_\_\_ Mouthpiece \_\_\_\_\_ Cap \_\_\_\_\_ Strap \_\_\_\_\_ Bocal \_\_\_\_\_ Swab \_\_\_\_\_

Sticks or Mallets \_\_\_\_\_ Cleaning Rod \_\_\_\_\_ Ligature \_\_\_\_\_ Bow \_\_\_\_\_

Other \_\_\_\_\_

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Student Name \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Date \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Approved by: \_\_\_\_\_ (property custodian)

I agree to the above agreement as listed above: \_\_\_\_\_ (parent)

\_\_\_\_\_ (student)

Instrument maintenance and repair donation \$ \_\_\_\_\_

School Year \_\_\_\_\_

West Orange Band  
Instrument Check-Out Information

Marching Season

Students who are using a school-owned instrument for marching season must complete and return the attached form in order to check the instrument out. We ask that the student pay a \$50 charge for the instrument for marching season. This does not have to be paid before the student can use the instrument, but we do ask that you pay it at some point during the year. Marching instruments include:

- Metal piccolos
- Bass Clarinets
- Tenor Saxophones
- Baritone Saxophones
- Mellophones
- Marching Baritones
- Sousaphones
- All Percussion
- Guard equipment (flags, rifles, sabres)

Concert Season

Students who need or want to use a school-owned concert instrument for band class and concert performances must also fill out a check-out form for that instrument. There is also a \$50 charge for using these instruments as well. *For example, a tuba player in the West Orange Band must check out both a sousaphone and a concert tuba for \$50 each.* The total amount is still far less than actually renting an instrument from a music shop. Concert instruments include:

- Piccolos
- Oboes
- Bassoons
- Bass Clarinets (contras included)
- Tenor Saxophones
- Baritone Saxophones
- French Horns
- Euphoniums
- Tubas

Instrument Damage and Repair

If an instrument is damaged by direct or indirect action by the student, it is the student's responsibility to get the instrument repaired by a director-approved repairman, and to pay for the repair. (See point #2 on attached check-out form). Normal wear on the instrument is covered by the \$50 charge for the instrument. The directors will decide if a student needs to have the instrument repaired.