

# Sign-out Info for Extended Access to VJC-Owned Musical Instruments



The Valley Jazz Cooperative can make some of its musical instruments available to student participants on an extended basis. While some instruments, such as the VJC drum set, are only intended to be used inside the building, most can be signed out for prolonged (though limited) use. This document addresses those situations when a VJC member would like to have access to a VJC-owned instrument *outside* of the Ravenscroft facility for weeks or months at a time.

The decision to make a VJC-owned instrument available to a student participant is completely at the discretion of MSW Ministries personnel; *no rights to access* may be assumed. Certainly, past evidence of responsible behavior by a VJC student making a request factors heavily into any decision-making process.

A completed form [see next page], which functions as a contract, must be provided to the VJC Director at or prior to the time the instrument is issued to the student. It is mutually understood that providing required accessories, such as reeds or valve oil, is the sole responsibility of the student or student's family. Also, student access to VJC-owned mouthpieces may differ from instrument to instrument; students should plan to have access to their own mouthpiece.

There is **no rental charge** assessed to the student or the student's family for use of most VJC-owned instruments. However, the student must agree to take exceptional care of the instrument and return it in a condition comparable to the condition it was in when originally provided to the student by the VJC. Some wear and tear is natural and to be expected (as with saxophone pads); no charge would ever be assessed to the student's family for such minor concerns. However, if an instrument is returned with more serious damage (not requiring routine maintenance, but necessitating repairs), the charges related to those instrument repairs would be assessed to the student's family, which will be required to reimbursement MSW Ministries for those expenses.

Additionally, the student's family must provide proof to the VJC that the instrument will be insured during the time it is in possession of the student. Among the options available to the student and their family:

- 1) Explore musical instrument insurance policies available from leading companies cited on this web page <<https://www.benzinga.com/money/best-musical-instrument-insurance>>, then secure a policy that works for your situation and affirm proof of insurance coverage to the VJC Director (or other designated VJC/MSW Ministries personnel).

- 2) Work with your family's current insurance company to confirm that your homeowners/renters insurance *and* auto insurance policies would cover instrument replacement costs due to catastrophic damage or loss (as with theft). In this case, the student would only be able to use the instrument at home and at Ravenscroft; it cannot go to additional locations, as it will not be covered by the homeowners/renters policy.

# Sign-out Form for Extended Access to VJC-Owned Musical Instruments



After having read the information provided on the previous page, the student and their parent or guardian should fill out this two-page form, which functions as a contract. This document must be signed, completed, and submitted in hard copy form before the instrument will be provided to the student. Additionally, the VJC Director (or other designated VJC/MSW Ministries personnel) will assist with the completion of the form where necessary, as with serial number information.

Student Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Instrument: \_\_\_\_\_ Manufacturer & Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Case (*condition*): \_\_\_\_\_

Instrument (*condition*): \_\_\_\_\_

Accessories (*check all that apply, included in the case at the time the instrument is issued*):

- Mouthpiece     Ligature     Mouthpiece Cap     Neck Strap     Cleaning Rod  
 Lyre     Instrument Stand     Bow     Other (*list*): \_\_\_\_\_

This VJC-owned instrument is loaned to the student from \_\_\_\_\_ to \_\_\_\_\_.

***We acknowledge receipt of the instrument, case, and accessories listed above, in the conditions stated. And with an understanding that the term Instrument below is used to indicate the instrument, case, and any accessories received, we agree to the following:***

- 1) To accept responsibility for the safekeeping of the **Instrument** while it is signed out.
- 2) To maintain the **Instrument** in good, working condition at all times and to promptly alert the VJC Director to any problems or concerns with the **Instrument** while it is in the student's possession.
- 3) To be the sole individual to play and use the **Instrument**, not sharing it with friends or other musicians.
- 4) To return the **Instrument** to Ravenscroft upon request of the VJC Director, should it be needed by another VJC participant for a rehearsal or concert. Also, to return the **Instrument** to Ravenscroft *immediately* if one is no longer a member of the Valley Jazz Cooperative.

**Sign-out Form for Extended Access to VJC-Owned Musical Instruments – pg. 2**

5) To return the **Instrument** in a condition extremely similar to its condition when issued. *[See the fourth paragraph of the **Sign-out Info for Extended Access to VJC-Owned Musical Instruments** document for a clear delineation between normal wear and tear vs. serious damage that requires repairs.]*

6) To have the **Instrument** assessed by the VJC Director (or other designated VJC/MSW Ministries personnel) at the conclusion of the agreed-upon period to determine its condition.

7) To pay a reasonable assessment for damage to the **Instrument** (not covered by insurance) that is in excess of normal wear and tear. If such damage *is* covered by insurance, to work in good faith with the VJC Director and your insurer to provide reimbursement to the VJC and MSW Ministries for any required repair work. Also, in the event of complete loss (as with theft), to provide the VJC with a copy of the police report and work in good faith with the VJC Director and your insurer to ensure the VJC is provided with a replacement instrument of equivalent quality and value.

8) To provide the VJC with information regarding how the **Instrument** is being insured while not in Ravenscroft. *[Please check and/or fill out appropriate details immediately below.]*

Specific musical instrument insurance policy (Name of insurance company: \_\_\_\_\_ )

Confirmed coverage from one's homeowners/renters insurance *and* auto insurance policies (Name of insurance company or companies: \_\_\_\_\_ )

Other (*explain*): \_\_\_\_\_

**To demonstrate full agreement with the above stipulations, PLEASE SIGN BELOW:**

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(Parent/Guardian) (Parent/Guardian)

***To be completed by the VJC Director when the instrument is returned and assessed:***

The instrument listed above has been returned in satisfactory condition.

The instrument listed above has been returned in unsatisfactory condition. The VJC will be in contact soon regarding any repair work that needs to be done, as well as to initiate the process of seeking reimbursement to the VJC and MSW Ministries for required repairs.

Signature of VJC Director: \_\_\_\_\_ Date: \_\_\_\_\_