



MUSIC FOR SCHOOLS

Thanks to the generosity of many donors, the Wells Fargo Center for the Arts Music For Schools program is able to offer the instrument lending library. The purpose is to make instruments available to students who might otherwise not have the opportunity to play. Music For Schools uses the following criteria:

1. A request must be completed for each student applying for an instrument. Please submit applications for students who will be responsible for the care of an instrument; please do not request instruments for students who are typically irresponsible. Once placed, the parent(s) and school assume financial responsibility in the event of loss or damage. Incomplete applications will not be considered.
2. Priority is given to students with demonstrated financial need. However, because our goal is to have all the instruments used in school music programs, those requests not based on financial need will be placed on a first come, first served basis after initial placements are made.
3. Though most requests occur at the beginning of the school year, applications are accepted throughout the year and are filled according to availability.
4. Instruments are checked out via the music teacher or principal and are on loan for the entire school year. Upon return, we ask that maintenance information be provided. Repairs for non-routine maintenance are the responsibility of the parent(s) or school, as needed.
5. Teachers are key to ensuring proper use and handling of the instruments. Music teachers henceforth agree to the following:
 - Teaching proper storage, use, cleaning, and maintenance of instrument(s).
 - Ensuring the student is attending classes and the instrument is being played.
 - If a student drops, returning the instrument immediately.
 - Notifying Music For Schools immediately in the event of loss or damage.
 - At the end of the year, returning the instrument by the due date and notifying Music For Schools of any and all maintenance needs.

Our mission is to “encourage, support, and expand music education opportunities for youth.” We are pleased to offer students the use of these instruments knowing they make a positive difference in your school music program.

Please fill out the following form for each instrument request and fax to 707.546.7020. If you have any questions regarding the lending library or about Music For Schools in general, please contact Tracy at 707.527.7006, ext. 154.

Thank you for your interest in the Wells Fargo 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's Name: _____

Parent's Name: _____ Daytime Phone: _____

Reason for need: _____

Instrument requested:

- Cello Flute Orff Violin: 1/4 1/2 3/4 4/4
- Clarinet Guitar Stand-up bass Horn: French Baritone Other: _____
- Cornet Keyboard Trombone Saxophone: Soprano Alto Tenor
- Drums Oboe Trumpet 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 or damage.

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.

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 date below.

Due Date: _____ Music Teacher: _____

For review by the PRINCIPAL:

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 absence of the Music Teacher, I will assume all responsibilities signed over by the Music Teacher outlined above. In the event of loss or damage when the parent is unable to reimburse Music For Schools, my school assumes all responsibility. **I support the lending of an instrument to this student.**

Principal Signature: _____

PLEASE NOTE:

- If form is not complete, your request will not be processed.
- Instruments will not be given to or accepted from persons other than the music teacher (or in certain cases the school principal, upon prior approval only).
- Please call Tracy Sawyer prior to instrument pick up and return at 707.527.7006, ext. 154. If you do not schedule pick up/return, we will not process instrument(s).

Music For Schools use only:

Model: _____
 Serial #: _____
 Instrument #: _____