

**XAVIER UNIVERSITY
DEPARTMENT OF MUSIC**

Statement of Liability and Responsibility for Instruments

The following statement sets forth liability and responsibility for the instrument used during the _____ semester.

1. The instrument is only to be used by the assigned student.
2. The instrument will be loaned to the student in its optimum condition.
3. The instrument shall be treated with utmost care.
4. The instrument shall never be put in the trunk of a car or left in a car, or exposed to direct sunlight at any time.
5. When not in use, the instrument is to be placed in its case/cover in a safe, locked place.
6. The student is not allowed to perform any repairs on the instrument. Once the instrument is in the possession of the student, any adjustments or repairs to the instrument shall be done by a qualified instrument repair technician. Permission by the XU Music Department must be granted before any adjustments/repairs may be performed. Student is responsible for any fees incurred.
7. Instrument may be used for off-campus performances as long as proper care is taken.
8. If the student is to take an extended leave of absence, (including holiday breaks), they shall ask permission to take the instrument with them. Based upon circumstances, a determination shall be made whether to grant permission. If permission is denied, student will return instrument to the Music Department, and may pick it up upon return from leave.
9. The student will be held responsible for any damage to the instrument incurred due to negligence or failure to follow these regulations.
10. The loan of the instrument shall commence at the time of the signing of this agreement and shall last until the end of the semester. This instrument loan may be renewed provided the student can show need to renew, that the instrument is in good condition, and that all stipulations of this agreement have been met.
11. Failure to comply with any of these stipulations will cancel this agreement and student will return the instrument to the Music Department immediately.

I, _____, assume full responsibility for the care and security of the _____, serial # _____, assigned for my use. In return for the privilege of using this instrument, I agree that if the instrument is damaged, lost or stolen while assigned to me, I am fully responsible and liable for resulting repair or replacement charges at current value. Further, I agree that I will reimburse Xavier University for all costs, including attorney fees and costs of collection, necessarily incurred in enforcing this agreement. I further acknowledge and agree that any of the foregoing will be placed on my account at the Bursar's Office and subject to collection in the same manner as any other fee or expense payable to Xavier University. By my signature below, I certify that I have read and understood this agreement, that I am eighteen years of age or older, and voluntarily agree to the terms contained herein.

Student Name: _____

Banner ID: _____

Student Signature: _____

Date: _____

Department Official: _____

Date: _____

