



Instrument Agreement

Admin Use Only

Site: _____

Initials: _____

Entered Online:

Instrument Care Pledge

1. **Before I play**, I will *wash my hands* with soap and water, and dry them well. For winds and brass, I will also *rinse my mouth*.
2. **While I play**, I will use the instrument as my teacher has advised.
3. **After I play**:
 - a. I will **follow the proper and necessary cleaning procedures**.
 - b. I will **check the instrument for any issues**.
 - c. I will **properly disassemble** the instrument and any accessories and **securely store** them in the case.
 - d. I will make sure the **case is closed securely** and placed in a safe position and location.
4. **I will**:
 - a. *always* act with common sense and caution when handling the instrument.
 - b. *never* place my instrument on a sofa, chair, or on the floor, even for a minute, unless it has been put away properly in its case.
 - c. *never* leave my instrument in direct sunlight or hot areas, including a hot car or its trunk.
 - d. *never* run or jump – when I am carrying my instrument.
 - e. *never* let anyone touch my instrument besides myself, my parents/guardians, and my teacher.
 - f. *never* place tapes, stickers, or other adhesives on the instrument unless approved by my teacher.
 - g. *never* tamper with or remove the Instrument ID Label or the instrument's Case Number.
5. **If there is a problem with my instrument**, I will immediately notify my teacher, my site's program manager, or the Harmony Project offices. I will never attempt to repair the instrument myself.

Please indicate whether an instrument is being checked-out, returned, or both.

New Instrument

By signing this contract, I abide by the *Instrument Care Pledge* and assume full responsibility for the instrument described below. I acknowledge that this instrument is on loan as long as I am a participant of The Harmony Project, attending classes, and in good standing. This instrument must be returned to The Harmony Project upon exiting the program, or at any time requested by The Harmony Project staff. I am liable until approved by the Instrument Manager and/or until I submit a new "Instrument Agreement" with the "Returned Instrument" section completed. Harmony Project guarantees that newly distributed instruments are in proper working order. As most Harmony Project instruments are used, there may be pre-existing damages that do not affect the functionality of the instrument.

Instrument & Size/Key (ex: Violin 4/4)

Instrument ID (ex: HPVN1617001)

Returned Instrument

By signing this contract, I understand that I am released of liability for the instrument described below.

check all that apply:

- Damaged (please explain): _____

- Case number does not match instrument number

Instrument & Size/Key (ex: Violin 4/4)

Instrument ID (ex: HPVN1617001)

Student Printed Name

Student/Parent Signature

Date