



Date Issued: **August 3, 2022**

Return Due Date: **May 17, 2023**

**Student:** \_\_\_\_\_

**If your child is planning to use a personal instrument from home**, please enter your child's name below and email this form to: **twells@maclarenschool.org**. Your child will not be assigned a school instrument.

**Instrument:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

*(6th grade students please leave Instrument line blank)*

Student: \_\_\_\_\_

**Cello and Bass students only:**  
If you have a home instrument and would also like to have a school instrument, please complete this form.

**Office use only:**

Asset: \_\_\_\_\_ Serial: \_\_\_\_\_

Size: \_\_\_\_\_

Condition: \_\_\_\_\_

Checked out to student:  Bow  Case  Shoulder Rest

**ALL orchestra students must submit this form!**

**I, the student, bear full responsibility:**

**AGREEMENT**

- For the **prompt return** of the above described Thomas MacLaren instrument and accessories:  
Upon the due date specified, upon request of the teacher, or, if I should discontinue my enrollment at school.
- To contact the Orchestra teacher **immediately** if the instrument is in need of **any** repair.
- To see that the instrument **is not left unattended where it may be stolen or damaged** thereby resulting in assessment of:  
**Full replacement cost** if instrument is stolen or irreparably damaged; or  
**Payment** of all repair costs if instrument is damaged but still repairable.
- I understand that damage due to normal wear and tear will be covered by Thomas MacLaren School.

Replacement Costs: Violin \$425 / Viola \$580 / Cello \$1200 / Bass \$1650

I have read the "Agreement" and agree to abide by the regulations set forth above while my child is granted use of the Thomas MacLaren owned musical instrument described above. If the above instrument is not returned within five working days of the due date, teacher request, discontinuation of the program, or, if other arrangements are not made with the business office, then a theft report will be filed with the Colorado Springs Police Department. If payment is rejected or otherwise not viable, then a theft report will be filed with the Colorado Springs Police Department.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Parent Email:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Orchestra Teacher

**Taryn Wells**, Orchestra Administrator

\_\_\_\_\_  
Date

**Email completed form (one per student) to: twells@maclarenschool.org**