

CASB: School Owned Instrument Contract

*Please include any payment when returning the form.*

Three types of school-owned instruments are available by Career Academy South Bend.

Type 1: **Large or expensive instruments** are provided to select students to complete the ensemble’s instrumentation. Students will be assigned these instruments based upon interest, audition and the director’s approval. These instruments are the bass clarinet, tenor saxophone, baritone saxophone, french horn, tuba, bassoon, oboe and double bass. Students are not charged to use these instruments, although extra supplies needed for the instrument to properly function, must be paid for by the student (reeds, spit swab, etc.). Damage that occurs to any of these instruments because of misuse, accident, etc., however, will be paid for by the student.

Type 2: **Career Academy has instruments available each year for a student to use if they are unable to rent or purchase an instrument of their own.** These instruments include the flute, clarinet, saxophone, trumpet, trombone, violin, viola and cello. Before filling out this request for a school-owned instrument, please make sure that purchasing or renting an instrument is not a viable option. Ms. Brown can provide you with several options for renting or purchasing an instrument. **To use a school-owned instrument, you must pay a yearly fee of \$50 (or \$25 per semester).** Extra supplies needed for the instrument to properly function, must be paid for by the student (reeds, spit swab, valve oil, strings, etc.). Your \$50.00 can be paid with cash or you can make a check out to "Career Academy". *\*An instrument will not be given out until the \$50 is received.\** Damage that occurs to any of these instruments because of misuse, accident, etc., however, will be paid for by the student.

Type 3: **Percussion Instruments** are shared by all percussion students. It is understood that instruments will experience wear and tear over a period of time. There are some items, such as sticks and mallets, that wear out quickly and need to be replaced. **Percussion students who do NOT own their own set of drum sticks, yarn mallets and stick bag set or who do NOT have their own bell kit will pay a \$30 (cash or check made out to Career Academy) school-owned yearly instrument fee.** Students who DO own their own stick/mallet set or set of bells (included with sticks/mallets) will not be charged a fee.

All school-owned instruments must be returned at the end of each school year.

All individuals using either type of school-owned instrument, are responsible for taking proper care of the instrument. *All repairs required because of student neglect, misuse, or abuse will be paid by the student/parent or the student’s school account will be charged. If the instrument is lost, the student/ parent is responsible for paying the instrument’s value in full. The typical cost to replace an instrument is between \$800-\$1400.*

Use of any school- owned instrument may be discontinued due to the following reasons:

1. Poor attendance to rehearsals and/or concerts
2. Insufficient effort
3. Not performing regular maintenance (using spit swab, oiling valves, etc.)
4. Mishandling or abusive treatment of instrument

Student’s Name: \_\_\_\_\_

Grade: 6 7 8 9 10 11 12

Today's date: \_\_\_\_\_

Instrument: \_\_\_\_\_

Parent Phone: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

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

Thank you!  
~ Ms. Brown ~  
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