Music Department Instruments
Loans Spring 2019

Important Dates:

Tuesday January 22nd, 2019: Opening day of Music Department Instrument Office Spring 2019

Friday January 25th, 2019: All Winter Break instrument, accessory, and equipment loans are due back to the Music Department Instrument Office by 3:30pm.

Monday May 6th, 2019: All instruments, accessories, and equipment are due back to the Music Department Instrument Office. All instruments, accessories, and equipment returned after May 6th are subject to a $20 per day late fee.

Office Hours Spring 2019:

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<tr>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
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<tbody>
<tr>
<td>HOURS BY ARRANGEMENT</td>
<td>9am-12pm</td>
<td>12pm-4pm</td>
<td>9am-12pm</td>
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How to Sign-Out Instruments, Accessories, and/or Equipment:

(Please note new procedures)

1. Beginning Spring 2019, there will no longer be instrument request forms. If a student would like to loan an instrument, please visit the Music Department Instrument Office during office hours and our staff will be happy to help fulfill your request.

2. Beginning Spring 2019 all loanees must fill out a one-time Registration Form upon visiting our office. This registration form highlights the Music Department instrument and equipment loan policies. This includes information on late fees, usage and care responsibilities, and lost/damaged/stolen instrument and/or equipment information. Please review carefully and ask for clarification if need be.
3. Have your **Rutgers University ID card** ready each time you come to the office to sign-out or return an instrument and/or equipment. Instruments will not be loaned to students without their Rutgers University ID.

**Music Education Instruments** are used for the purpose of undergraduate music education “tech” classes (i.e. Woodwind, Brass and String Tech), as well as secondary lessons.

**Professional Instruments** and specialty instruments are used for the purpose of Rutgers Music Department large ensembles, specialty ensembles (i.e. Baroque Players), or personal practice if the student does not own their own. These instruments will be loaned out from the Music Department Instrument Office only after receiving written recommendation from the appropriate faculty member. Written permission must be emailed to: mgsainstruments@gmail.com

**Other Policies:**

- Instruments availability is on a first-come, first-served basis.

- Music Department instruments may not be used for the purpose of outside teaching, ensembles, gigs, or other personal gain.

- If a student would like to loan a Music Department instrument for the purpose of Senior Student Teaching, the Music Department Instrument Office must first receive written permission from the Music Department Director- Dr. William Berz. Written permission must be emailed to: mgsainstruments@gmail.com The student may only loan one instrument at a time for the purpose of Senior Student Teaching.

- Students may not share instruments without written permission from the Music Department Instrument Office Manager. Failure to follow this policy may result in the loss of instrument and/or equipment loan privileges. Please contact the Music Department Instrument Office Manager- Sophia Ennocenti to make arrangements.

- Music Department instruments may only be taken outside the Rutgers University premises with written permission from the Music Department Instrument Office Manager. Please contact the Music Department Instrument Office Manager- Sophia Ennocenti to make arrangements.
• Please see the Music Department Front Office Manager- Christopher Delgado if you are in need of an appropriate locker for storage of loaned Music Department instrument. Lockers are on a first-come, first-served basis.

• For Music Department instrument and/or equipment maintenance requests, please contact the Music Department Instrument Office Manager- Sophia Ennocenti.

**Loan terms:**

It is the responsibility of each individual loaning equipment from the Rutgers University Music Department to be accountable for borrowed equipment including assets which are removed from Rutgers University premises. By submitting this form, the loanee agrees to accept full responsibility for any instrument and/or equipment during the period for which it is in their custody. If the instrument and/or equipment on loan is not returned by the date assigned per the Music Department Instrument Office, the loanee will be in violation of this agreement. As such, a $20 fine per day overdue will be assessed. If the loanee has lost or damaged the equipment, they must contact the Music Department Instrument Office immediately to make arrangements for repairs and/or replacement. The loanee is fiscally responsible for any necessary repair or replacement cost. If the equipment has been stolen, the loanee must contact the Music Department Instrument Office as well as the Rutgers University Police Department immediately to report the stolen equipment.

**General Information:**

Office Location: Walters Hall- Room 240  
Office Phone: 732-932-3790  
Office Email: mgsainstruments@gmail.com  
Office Manager: Sophia Ennocenti- sie5@mgsa.rutgers.edu