

## ***Borrowing Percussion Equipment from MA403***

- 1.) Completely fill out the *IU Equipment Loan Contract* with the appropriate items. Use separate sheets for separate performances. Items checked out for an hour or two, or just overnight, need to be signed out on the *Short Term Loans* clipboard. Please read all contract regulations before signing. ***Late fees will be strictly enforced.***
- 2.) A due date will be assigned to each contract. Items signed for on the *Short Term Loans* clipboard are due the next day by 12:00pm. Due date extensions are available. *Extension requests should be made before the due date/time.*
- 3.) All equipment should be kept in a secure location when not in use, such as your personal locker, dorm room, MA401, MAC lockers or Auer Green Room lockers. Equipment is ***NOT*** to be stored in practice rooms or any location outside the campus of Indiana University.
- 4.) Equipment removed from School of Music facilities should be approved by the Percussion Technician or Percussion Faculty beforehand, such as moving instruments to the IU Memorial Union or the IU Auditorium.
- 5.) All late returns will result in a ***\$30 non-refundable fine with an additional fine of \$1 per calendar day*** until all the equipment listed on the contract is returned. Students will be held responsible for lost, stolen or damaged equipment.
- 6.) Please return all equipment signed-out in your name. Once all items are returned, you are then relieved of responsibility for that contract.
- 7.) ***DO NOT LEAVE EQUIPMENT IN THE HALLWAY.*** All returns and check-outs must be made directly through the Percussion Technician or Graduate Assistant.
- 8.) Lastly, Percussion Department instruments/equipment are for JSoM performances only. IU gear may not be used for regional orchestras, personal gigs, or likewise performance unless permission is obtained through the Percussion Faculty/Technician.