

**Composition Department Recording Equipment Loan Contract  
Indiana University Jacobs School of Music**

Click-type in fields — tab to next field

Name \_\_\_\_\_ Date \_\_\_\_\_  
Local Address \_\_\_\_\_ Phone \_\_\_\_\_  
Student ID# \_\_\_\_\_ Major \_\_\_\_\_  
Purpose/Event \_\_\_\_\_  
Check Out Date Requested \_\_\_\_\_

**Contract Regulations — Read Before Signing**

1. Equipment is to be returned in good condition at the end of the stated loan period. If the equipment or accessories are damaged, dirty, or missing, charges will be assessed for the cost of repair, cleaning, or replacement. This includes cosmetic damage beyond normal use.
2. Normal loan period is three days. (A Thursday checkout is due the following Monday.)
3. Equipment must be kept secured when not in use.
4. Equipment is to be used only for functions relating directly to the compositional activities of the composer. Equipment is not to be used for the direct benefit of others (for example, not used to record a performance student's audition tape). Recording equipment is not to be used for degree recitals where Recording Services or 3<sup>rd</sup> parties would normally be contracted, except as a backup. Recording equipment is not to be used for recording JSOM concerts in violation of the JSOM recording policies.
5. Release from this contract is gained only by the following: returning the equipment directly and in person to Profs. Gibson or Wang, or to Nancy Guyer in MAC 426 by 5 pm of the date due. The equipment must be in as-issued condition.
6. Failure to abide by the above contract regulations will subject the user to a minimum fine of \$5 with \$1 per calendar day added after violation until clearance is obtained. After thirty days, user will be charged the full replacement value of the equipment. Flagrant or continued violations will subject the user to loss of equipment privilege.
7. To arrange loan of equipment, please email *both* Profs. Gibson (johgibso) and Wang (cw116) and attach this form. The equipment is to be returned to one of them personally as prearranged or to Nancy Guyer in Musical Arts Center 426.

Signature \_\_\_\_\_

.....Leave the rest of this form blank .....

Equipment Checked Out:

Sony PCM-D50 Flash Recorder, power cable, USB cable, case, documentation  
 Short Tripod                       Tall Tripod

Actual Check Out Date: \_\_\_\_\_ Due Date (before 5:00 PM): \_\_\_\_\_

Approval \_\_\_\_\_