



## Gordon East Public School Parents & Citizens Association

ABN 20 563 274 973

Rosedale Road Gordon 2072 Telephone 9498 2011 Fax 9498 4173

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### ***Instrument Hire Policy for Gordon East Public School Band Program***

The Gordon East Public School Band Committee is pleased to provide your child with a school-owned instrument for his/her use during the 2015 school year.

At the end of the school year the instrument is to be returned to the school. It may then be reissued for the following year, when a new hire agreement has been completed. This will be dependent on an assessment at the beginning of each year by the Band Director for needs within the band. The Band Director will allocate instruments each year for hire.

This arrangement is intended to encourage students in the pursuit and development of their musical talent and interest.

#### **Conditions of Hire**

Upon issue of an instrument, the following expectations will apply:

- ❖ Students hiring an instrument must be part of the Band Programs offered in the school;
- ❖ It is the parent/carer and student's responsibility to keep the instrument secure at all times- at home, school and whilst in transit;
- ❖ Students are not permitted under any circumstances to loan their instrument to other students or to make exchanges;
- ❖ GEPS owned instruments are covered by school insurance while they are at school. Private insurance is required for the home and is the responsibility of the parent/carer.
- ❖ Many instruments come with accessories. It is the student's responsibility to ensure the security of these accessories as well as the instrument itself;
- ❖ Printed music books and other bulky materials are not to be placed inside the instrument case, unless there is special provision;
- ❖ For health and safety reasons, it is the student's responsibility to purchase their own cleaning equipment, and to regularly clean their instrument..
- ❖ All hire instruments must be returned to GEPS at the end of each school year of hire. Over the summer break, each instrument will be assessed and given a full service if needed. If repairs are necessary, the parent/carer will be responsible for the cost of repairs for damage or excessive wear and tear.
- ❖ During the year, any loss or damage to the instrument is to be reimbursed to the school at the cost of replacement or repair. All repairs must be completed by an approved repairer. The Instrument Hire Coordinator will be able to provide a list of approved repairers.
- ❖ The parent/carer will notify the band conductor, or instrument co-ordinator on the band committee, if the instrument needs repairing, or is damaged. The parent/carer will also ensure that the instrument is returned to the school as soon as possible.



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***Instrument Hire Agreement for  
Gordon East Public School Band Program***

Name of Child:	Class:
Instrument:	Serial # of Instrument:
Rental Period From: <b>2 February 2015</b>	Rental Period To: <b>18 December 2015</b>
Date Provided:	Date Returned:
Hire Fee per term: \$	Value of Instrument \$ (for insurance purposes)

I,..... the Parent/Guardian of

..... hereby agree to the following terms and conditions for the hire and maintenance of the above mentioned Instrument. I understand the instrument is owned by Gordon East Public School Band.

I understand that this Instrument Hire is for a period of up to 1 (one) calendar year with the Band. At the end of the hire period this instrument is to be returned to the School.

I understand that when this instrument is returned to the school it will be fully serviced and/or repaired as necessary, and that I will be responsible for the cost of repairs or excessive wear and tear.

I undertake to care for this instrument and accept that I will be held responsible for any damages, loss or theft. In the event that I fail to insure this instrument, I will accept the Band Committee's decision on the cost of such damage/loss or theft, and will personally financially make good the amount.

I understand the hire fee will be invoiced to me with each semester's Band Fees.

***Signature of Parent/Guardian:***

..... Date: .....

**Signed for and on behalf of Gordon East Public School Band Committee:**

..... Date: .....