

WESTERN UNIVERSITY Don Wright Faculty of Music  
**STRING INSTRUMENT BANK LOAN REQUEST FORM - SUMMER 2019**  
**PLEASE SUBMIT SIGNED, SCANNED FORM BY EMAIL ONLY to:**  
[avogel@uwo.ca](mailto:avogel@uwo.ca)

---

### CONDITIONS OF LOAN

1. The borrower has received the listed equipment in good condition. The borrower accepts full responsibility for any loss or damage to it, as outlined in the University Policy and Procedures relating to off-campus use of equipment.
2. The borrower agrees to pay a non-refundable user fee of **\$125.00** to borrow a bow and **\$125.00** to borrow an instrument for the summer or any portion thereof. UWO is responsible for repair costs beyond the above amount, except where damage or loss results from the borrower's negligence.
3. The borrower agrees to use the instrument/bow only in Ontario unless *prior* permission to use it outside Ontario is obtained from the String Bank Director.
4. String bank instruments/bows may not be transported by air. In all cases where extensive or long-distance travel is involved, approval for transportation of a string bank instrument/bow **MUST be received from String Bank Director in advance. A written request must be submitted a minimum of two weeks in advance.**
5. The borrower may not take the instrument/bow in for repair. All repairs are at the sole discretion of the Don Wright Faculty of Music. Requests for adjustment or repair must be made to the String Bank Director.
6. The borrower is responsible for the purchase of any new strings for the instrument.
7. The borrower will return the borrowed instrument/bow to Mr. Len Ingrao during his posted office hours no later than **Friday, September 6, 2019 (or at the orchestra audition if after office hours)**. Instruments will be available again the week **after the mandatory** String Bank Workshop (anticipated for **September 14, 2018, 2 PM**). **Borrower's initials here:** \_\_\_\_\_. Borrowers who fail to meet this deadline **without receiving prior permission** from the String Bank Director to return it later are subject to a fine of \$125.00 per overdue week or any portion thereof for each rented instrument. **Should an extension be needed it will only have a chance of being granted if requested a minimum of one week prior to the deadline.** All UWO records pertaining to the delinquent borrower will be sealed until the instrument/bow is returned and the borrower's fine is paid.
8. The borrower will return the instrument/bow within 24 hours if demanded by UWO. Borrowers who fail to return the instrument/bow are subject to a fine of \$125.00 per overdue week of any portion thereof. All UWO records pertaining to the delinquent borrower will be sealed until the instrument/bow is returned and the borrower's fine is paid.
9. **The borrower agrees to keep the instrument stored in a safe and secure place at all times. When in use, the borrower will ensure that the instrument is in sight at all times! If the instrument is found unattended, it will be returned immediately to the String Bank and the borrower will forfeit the opportunity to loan from the String Bank at any time**
10. The borrower agrees to publicly acknowledge the use of the above instrument/bow on any printed program with a short statement such as: "Special thanks to the Western University Don Wright Faculty of Music String Bank for the generous loan of the instrument/bow (name) used in this performance."

### FOR YOUR INFORMATION

11. **Only students who have attended the MANDATORY Annual String Bank Workshop in September prior to the summer loan and who submit an application form signed by their studio teacher are eligible for a potential loan from the String Instrument Bank.**
12. Students wishing to borrow instruments/bows for the summer must re-apply to borrow the instrument/bow for the summer, at which time a separate String Bank Instrument Loan Request form must be completed. The prospective summer borrower must first return his/her borrowed item in April to Mr. Ingrao according to the guidelines in #6. Following an inspection of the instrument/bow by an outside consultant, and if the terms of his/her proposed summer use of the instrument/bow are acceptable to the String Bank Director, the student may borrow the instrument/bow for the summer. The borrower must return the instrument/bow by the date agreed on in the summer rental agreement. If the borrower wishes to borrow an instrument/bow the following school year, he/she must re-apply. The summer borrower must pay a separate \$125.00 user fee for summer use of an instrument, and a separate \$125.00 user fee for summer use of a bow.
13. Please fill out the form and **email a signed copy** to [avogel@uwo.ca](mailto:avogel@uwo.ca). If you have borrowed an instrument and/or bow from the UWO string bank during the current school year, you must return the instrument/bow by **April 17, 2019** to Mr. Len Ingrao, regardless of your summer plans. Your application for the summer use of your instrument will be considered following the instrument/bow inspections, which will take place **April 18, 2019**. Late returns will be subject to a late fee of \$125.00 per overdue week or any portion thereof. Be aware that the instrument/bow you requested for summer use may require repair before it is available

