WESTERN UNIVERSITY Don Wright Faculty of Music

STRING INSTRUMENT BANK LOAN APPLICATION FORM

- TRAVEL –

Fill out in print, sign and e-mail the application form to: **avogel@uwo.ca**

- illegible forms will be declined –

TRAVEL 2 0 __ __ DATE:	
Student Name:	Student Number:
Home (Parents) Name: Street: City: Postal Code:	Home (Parents) Phone #: Home (Parents) E-Mail:
London Address: Postal Code: Street:	London Phone #: E-Mail:
Are you requesting an instrument, bow, or both?	
If you have a specific instrument and/or bow in mind, please list it/them:	
What means of transportation do you plan to travel with: - Plane YES / NO - Train YES / NO - Bus YES / NO - Car YES / NO - Other YES / NO explain:	
If you are away from your London residence please list all addresses (street, city, postal code) including dates for all of your summer stays: 1) 2) 3) 4)	
Cellists: Prior to approval by the String Bank Director: If you travel by any other transportation than by car, please provide information about the carrier's guidelines for transporting the cello to any of your intended destinations. DO NOT BOOK ANY TICKETS PRIOR TO APPROVAL by the String Bank Director Prior to approval by the String Bank Director: After approval, please provide any supportive receipts of the carrier, indicating the transport of the cello.	
Where will you store the instrument/bow?	

Whenever the instrument/bow were unattended in your place of residence, would it be locked up? Please explain:
Would you always have the instrument/bow locked up when the instrument/bow was outside your residence, and you were not with it? – This is particularly relevant information when residing in (student) shared facilities such as summer camp residencies etc. Please describe:
Would you play the instrument /bow out of doors? YES/ NO - If yes, please explain:

CONDITIONS OF LOAN

1. Any student wishing to be considered for a loan from the String Instrument Bank *is required* to attend the mandatory Annual String Maintenance Workshop at the beginning of the academic year (typically on the first Saturday of classes in September- please check for details on the DWFOM website).
   Not attending the mandatory workshop will forfeit the opportunity for consideration of a loan during the full academic year (September-August)
   The borrower has attended the Mandatory String Maintenance Workshop at the beginning of the academic year in its full length YES NO
2. The borrower agrees to pay a non-refundable user fee of $138.00 to borrow a bow and $138.00 to borrow an instrument per academic year or any portion thereof. (Summer loans fall under a separate rental agreement). Payments are due to Len Ingrao at lingrao@uwo.ca. (TC 313 (519) 661- 2111 x85395, check for office hours) before the instrument will be handed out.
3. The borrower has received the listed equipment in good condition. The borrower accepts full responsibility for any loss or damage to this equipment as outlined in the University Policy and Procedures relating to off-campus use of equipment.
4. The DWFOM will cover common maintenance repairs annually, except where damage or loss results from the borrower's negligence.
5. The borrower is responsible for the purchase of any new strings for the instrument.
6. The borrower ***must not*** take the instrument/bow in for repair or maintenance for any reason to any luthier or repair facility. All repairs are at the sole discretion of the Don Wright Faculty of Music. Requests for adjustment, repair or maintenance issues must be made to the String Bank Director for consideration in writing (Professor Annette-Barbara Vogel, avogel@uwo.ca) and should be submitted in a reasonable and timely manner.
7. String Bank instruments/bows may not be transported by air. In all cases where extensive or long-distance travel is involved, **prior** approval for transportation of a String Bank instrument/bow **must** be requested from the String Bank Director at minimum of 3 weeks in advance in writing. (Professor Annette-Barbara Vogel, avogel@uwo.ca)
8. 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 *(please see 7)*.
9. The borrower will return the borrowed instrument/bow to Len Ingrao during his posted office hours no later than **the day after the officially posted date for string juries of each academic year (usually mid-April).**
10. Any students (typically 1st year students occasionally 2nd year students) planning to play a performance audition, please contact the String Bank Director by March 15 IN WRITING if requesting an extension to the

otherwise hard return deadline. Return of instruments in such scenario will be due the day of the performance audition.

11. Please understand that the deadline is NON NEGOTIABLE.
12. Students who fail to meet this deadline are subject to a fine of $138.00 per overdue week or 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.
13. Students wanting to borrow an instrument/bow for the summer can request IN WRITING to the String Bank Director by no later than April 15 (Professor Annette-Barbara Vogel, avogel@uwo.ca). The request must be accompanied by a legibly filled out summer rental agreement form.
14. All efforts will be made to have summer rentals available by May 15 (however that depends on the outcome of the annual instrument inspection in April and the possible repairs required).
15. **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 $138.00 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.
16. Failure to comply with conditions of the loan will result in forfeiting the possibility of future String Instrument Bank loans.
17. **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 University of Western Ontario Don Wright Faculty of Music String Bank for the generous loan of the instrument/bow (name of instrument/bow) used in this performance."**

I have read and agree to all above "Conditions of Loan"

Signature of Borrower:	Date:
Teacher's Signature:	Date:
Signature of String Bank Director:	Date: