



ORANGE COUNTY PUBLIC SCHOOLS
INSTRUMENT CHECK-OUT FORM

The undersigned student and parent/guardian hereby acknowledge receipt of the school owned Music Department property listed below. In consideration for this property being issued to us, we do hereby agree to the following:

- 1. To accept full fiscal responsibility for the below named equipment.
2. To keep, at my own expense, said property in good repair and playing condition.
3. To surrender any Music Department property issued to me, upon notice by the Band/Orchestra Director or school authorities.

DESCRIPTION OF PROPERTY

Instrument _____ Brand _____ Model _____

Factory Serial No. _____ Fixed Asset # _____

Condition: [] Excellent [] Good [] Fair [] Poor

Instrument blemishes to note at the time of check-out: _____

INSTRUMENT IS EQUIPPED WITH THE FOLLOWING ACCESSORIES:

Case/Bag _____ Mouthpiece _____ Cap _____ Strap _____ Bocal _____ Swab _____

Sticks or Mallets _____ Cleaning Rod _____ Ligature _____ Bow _____

Other _____

Student Name _____ School _____ Grade _____

Date _____ Parent/Guardian _____ Home Phone _____

Address _____ Work Phone _____

Approved by: _____ (property custodian) _____ (personnel #)

Released by: _____ (property manager) _____ (personnel #)

I agree to the above agreement as listed above: _____ (parent)

_____ (student)