

## **School Owned Instruments**

The Rice Consolidated Independent School District will provide a limited number of instruments for student use. **All school owned equipment must be handled with optimum care.** Students are responsible for paying for any repairs due to mishandling of instrument. The following is a list of general procedures for school owned instruments:

1. An instrument check out form must be signed by the student and their parent/guardian.
2. If at all possible, students will be issued one instrument for home use and one for school use. Order of distribution will be done based on grade and/or chair order.
3. Each instrument will be issued in good playing condition. Each issued instrument will be checked and cleaned by a music company prior to use.
4. The band member is financially responsible for all equipment and/or materials checked out to him or her.
5. Students are encouraged to furnish their own mouthpiece because of health and sanitary reasons.
6. All equipment must be kept in their proper storage location when not in use.
7. Any damage to school instruments should be reported to directors at once so that repair arrangements can be made. The band director must send all school instruments to the repair shop.
8. Students are not to exchange instruments with other band members.
9. Non-band members should never be allowed to handle a band instrument.

### ***Special note***

School owned instruments are not to be treated as “free” instruments. Basic supplies must still be purchased and repairs must still be made just like personally owned instruments. Please strive to treat these instruments as if they were your own. Most school instruments exceed a \$2,000.00 value.