Agreement for use of UTSA Music Department Instrument and Accessories

DO NOT take the instrument to any off campus locations for repair. You agree to report any damages to the Music Department immediately. For general questions, reporting needed repairs, or troubleshooting contact:

instrument.room@utsa.edu or 210-458-4865

DO NOT lend the instrument to others

DO NOT leave the instrument unattended

DO NOT store or use the instrument in a manner that could contribute to damages and/or malfunctions to the instrument.

DO NOT apply labels, decals, stickers, etc to any surface of the instrument or case.

DO NOT tamper with existing labels.

DO NOT leave the instrument in a vehicle unattended or overnight.

Terms and Conditions

The UTSA Music Department reserves the right to temporarily or permanently ban students from using a school owned instrument.

UTSA Music Department reserves the right to assess charges for damages identified after the instrument has been returned and the check-in process has been completed.

UTSA Music Department reserves the right to request borrowers to surrender UTSA property before the designated due date.

UTSA Music Department reserves the right to permanently and/or from time to time, change, modify, restrict and/or terminate this check out agreement.

When returning the instrument and its accessories; if late/lost/damaged; a hold will be placed on the student’s account until ALL items have been returned, repaired or replaced. This hold will prevent a student from registering for classes or receiving transcripts. It may take up to 2 business days to remove a hold once all the equipment has been checked in.

When returning the instrument; five business days after the due date, UTSA Music Department will escalate efforts to recover the item(s), including contacting UTSA Police. You confirm that the instrument and instrument accessories are property of UTSA. When you take UTSA property into your possession you become financially accountable for any damage/repair and/or loss/replacement costs up to and including the full replacement cost of the instrument and its accessories.
You confirm that you have personally inspected the instrument and instrument accessories upon check out. You agree that UTSA will not be liable for any indirect, special, or consequential damages related directly or indirectly to your use of the instrument and its accessories.

You agree to return the instrument and instrument accessories to Arts Building 2.03.26 no later than the designated due date listed on the signed contract. If your personal schedule conflicts with the due date, it is your responsibility to make arrangements to check-in the instrument and instrument accessories before the due date.

Contact the UTSA Music Department if lost or stolen, immediately obtain a police report from the appropriate agency. Although it is not required, UTSA Music Department encourages you to add the instrument to an insurance policy. To the extent you choose to insure the instrument, UTSA represent that your insurance company will pay the entire value and/or replacement cost for the instrument; and in the event the insurance company does not cover such costs, you acknowledge that you will be solely liable for the entire value and/or replacement cost of the instrument and accessories.

Upon signing the contract, you thereby acknowledge receipt of the equipment listed, and accept full financial responsibility for it. If the equipment is lost or stolen, you agree to immediately pay UTSA the value of the equipment (shown above). If the equipment is damaged, you agree to return the equipment to the Music Department Instrument Room for immediate repair. You also acknowledge that you must return the equipment in the same condition in which it was received or pay for needed repairs. You agree to return the equipment immediately upon request of UTSA. You further agree that when the equipment is not in use, it will be stored in a secure location. You understand and agree that loss or damaged beyond reasonable wear is your responsibility and that failure to return the equipment, pay for repairs or pay for the value of the equipment (if lost or stolen) will result in a hold on your UTSA account.

Your signature on the contract is confirmation that you understand and agree to the terms of this agreement.