

THE LESBIAN & GAY BIG APPLE CORPS

332 Bleecker Street, #K48 ♦ New York, NY 10014 ♦ Tel / 212.591.2886 ♦ www.lgbac.org

Instrument Loan Agreement

Borrower's Name _____

Instrument Borrowing _____

Make/Model/Serial Number _____

Instrument Value \$ _____

Other equipment loaned (mouthpiece, case, etc.)

Damage to instrument at time of loan (specify)

Special instructions by lender

I agree to the terms and conditions of this loan agreement, and to hold myself responsible for the loss or any damages that may come to this instrument or its accessories while in my care. I agree that no other person will be allowed to use the above-referenced instrument and that I will return it in as good a condition as when I received it when requested to do so by an officer of the Lesbian & Gay Big Apple Corps, Inc. ("LGBAC"). In addition, I agree to notify an officer of the LGBAC of any changes to my phone number or address that may occur after entering into this agreement.

Signature _____ Date ____/____/____

Address _____ Apt. _____

City _____ State _____ Zip Code _____

Email _____

Phone (cell) _____

Phone (home) _____

Driver's License or Legal ID # _____

SIGNED BY (OFFICER OF THE LGBAC) _____

DATE LOAN EXECUTED ____/____/____

Terms and Conditions

1. In order to check out an instrument the Borrower must have attended at least three (3) band rehearsals within the past six (6) months and have satisfied their participation fee commitment to the band for the current band season.
2. An instrument loan agreement must be completed and submitted to the band, accompanied with a photocopy of the front and back of the Borrower's driver's license (or other legal ID). The loan agreement is a contract in which the Borrower assumes full responsibility for damage or loss (including theft) of the equipment during the loan period. The loan agreement includes: complete address and day/night phone numbers, identification of equipment borrowed, current replacement value of the equipment to be paid to the band in the event of loss, return (due) date, condition of the equipment, and the date returned.
3. A deposit of \$75 is required for all instrument rentals. This deposit will be returned to the Borrower upon return of the instrument, in good working order, to the band.
4. The band will supply the instrument in working order. It is the Borrower's responsibility to pay for any repairs that the instrument requires while it is under the Borrower's care. The board may elect to assume responsibility for the instrument's maintenance in certain cases to be determined on a case-by case basis.
5. Instruments must be returned to the band in the same condition (or better) as which it was loaned. The Borrower is responsible for paying for any repairs required to restore the instrument to its pre-loan condition.
6. All loans are assumed to be for the current band season unless otherwise specified. Instruments must be returned to the band at the conclusion of each season or upon request to do so by an officer of the Lesbian & Gay Big Apple Corps, Inc. Instruments may be re-loaned upon verification of their condition and the completion of a new loan agreement.
7. Borrowers with an established history with the band may request that the board grant them a long-term instrument loan for a period of up to one (1) year. Borrowers must satisfy their participation fee commitment to the band for the entire period of the loan. Borrowers may be required to show proof of regular maintenance by a qualified technician as a condition of long-term loan.
8. Band property must be returned as soon as a Borrower is no longer active. A Borrower will be considered inactive with the band if that member is not playing with the band during the current band season.
9. The band may request immediate return of any band property, for inventory or other purposes. Non-cooperation risks suspension of membership privileges, or in extreme cases, legal action.
10. The Artistic Director and the band treasurer, prior to an instrument being loaned, must verify the Borrower's eligibility.
11. Instruments are loaned on a "first-come, first-served" basis. The Artistic Director may, however, determine a need for a Borrower to be loaned a specific instrument. Such a determination will take precedence over any other loan requests.