

RECEIPT AND BOND FOR INSTRUMENTS (revised 5/14)

St. Olaf College Music Department

Northfield, Minnesota

Date _____

Organization Name _____

St. Olaf Instrument and No. _____

RECEIVED at St. Olaf College, one _____
(make) (model)

Factory Serial No. (or identification) _____

Rental Fees:

Per Semester	One-time Use (up to 30 days)
\$100.00	\$65.00

Equipment:

Agreement:

_____ hereby agrees to be responsible for any damages up to \$5,000.00*, which may come to the above-listed instrument and equipment while in their care, except for normal maintenance. This includes, but is not limited to: key work, valves, slides, cracks (due to improper humidification and/or storage), and cases. It is understood that _____ is responsible for replacement of strings, reeds, oils, and other supplies to keep said instrument in proper playing condition and will use proper secure storage and no person/organization other than _____ will be allowed to use the instrument (except as noted above). Furthermore, _____ agrees to keep the instrument/accessory in good condition by regular cleaning and maintenance, and to report repair needs as soon as possible.

**In cases of gross negligence, loss, or theft, the organization will be held liable for the full replacement value.*

Return instrument to St. Olaf College no later than:

_____, 20_____.

St. Olaf College Representative signature _____

Organization _____

Responsible Party signature _____

Organization address _____

Phone/email address _____