

Contract for Loan of Department of Music Equipment/Materials/Instrument(s)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Acceptance of equipment/materials/instruments(s): \_\_\_\_\_

Contracted Date of return of equipment/materials/instruments(s) \_\_\_\_\_

My signature below acknowledges the following:

- That the equipment/materials/instrument(s) listed below are the property of the State of Maryland and Towson University's Department of Music.
- That I am taking possession of this listed equipment/materials/instruments(s) in good working order on the date listed above.
- That I assume full responsibility for the listed equipment/materials/instruments(s) safety and care while under my possession.
- That I understand that any damage, loss, needed repairs as a result of my usage will be my sole responsibility including the costs of repair or replacement of the equipment/materials/instruments(s).
- That I will immediately report to the Department of Music any damage, loss, or needed repairs during my possession of the equipment/materials/instruments(s).
- That I will promptly return the equipment/materials/instruments(s) in good working order upon the established date listed above.
- That I solely am responsible for the safe return of the equipment/materials/instruments(s) including any fees incurred for moving or transportation.

Acceptance of the terms listed above:

Name of person accepting possession	Date
-------------------------------------	------

Faculty Member approving equipment loan	Date
---	------

Accepted by Department of Music, Chairperson	Date
--	------

Description of Equipment: (Include make/model/TU Tag Number and/or Serial number – any distinguishable existing damage etc..)