

INSTRUMENT / EQUIPMENT LOAN

I: Borrower Information

Name: _____

Email: _____ Phone: _____

Faculty Staff Student Other: _____

II: Instrument/Equipment Information

Item(s) Requested: _____

Starting Date: _____ Ending Date: _____

Condition of Item(s): _____

Checked Out By (Music Office Staff): _____

III: Purpose of Instrument/Equipment Loan

Purpose: _____

Faculty Sponsor Name (**required** for student requests): _____

IV: Approvals – To be completed by Music Office ***FACULTY APPROVAL REQUIRED FOR ALL REQUESTS.***

Approved

Approved – Conditions Apply

Denied

Comments: _____

V: Return of Instrument/Equipment – To be completed by Music Office

Date of Actual Return: _____ Received By: _____

Condition of Item(s): _____
