



# MARIST-SION COLLEGE INSTRUMENTAL HIRE AGREEMENT



# Instrumental Hire Agreement

---



## 1. Vision for Learning and Teaching

We will build on our College Vision of offering a rich, well resourced, relevant and diverse curriculum. Our teaching and learning will reflect the relevance of music in our changing world.

We will model collaborative leadership providing opportunities and frameworks to assist the College community in its use of instruments and music to enhance learning.

We will provide a variety of physical and virtual learning environments that are conducive to the integration of technology into the broader curriculum.

We will equip and support the College community with technology that not only enhances the learning environment but also employs contemporary teaching methods that are learner focused and flexible allowing learning to move outside of the classroom.



## 2. Instrument Acceptable Use Agreement

### 1. EDUCATION PURPOSES

*a. Students are to use their instrument for educational purposes whilst at the College and at home.*

### 2. STUDENT RESPONSIBILITIES

*a. Each students in responsible to keep his/her instrument secure and to take good care of it.*

*b. Instruments should only be brought to school on the days they are required for lessons and are not to be used in breaks.*

*c. When not used, instruments should always be in the protective case, pad-locked inside the students locker or left in the music department.*

*d. Students are not to remove any identifications labels from their instrument or case.*

*e. Instruments are to be kept clean and free from graffiti and stickers.*

*f. Instrument cases are for instruments only. They are not to be used to transport any other items. Any damages to the case or instrument will be paid for by the student.*

### 3. PARENT RESPONSIBILITIES

*a. Ensure students fulfil their responsibilities as outlined above.*

*b. Supervise student use of the instruments when at home.*

*c. Help ensure the student has their instrument at school when required. Ensure that the instrument and any accessories are returned to the College immediately if the students cease to enrolled at the College or withdraws from participation in the Group/Band Program.*

*d. Comply with the requirement of the school in relation to return/transfer of the device as required.*

*e. Pay for any repairs or replacement (including those resulting from loss, theft, accidental damage, malicious damage or misuse).*

#### **4. TECHNICAL SUPPORT**

- a. Students will be provided training on how to use and maintain their instruments.*
- b. In the event of an instrument malfunction or accidental damage, students must contract the College Music Department for assistance.*
- c. The College reserves the right to conduct regular inspections of the instrument.*

#### **5. LOSS, THEFT, REPAIRS AND INSURANCE**

- a. Instruments are covered by varying warranties, dependant on the age and type of instrument. In the event of a malfunction a report must be made to the College Music Department as soon as possible for warranty repairs to be organised.*
- b. Any accidental damage to the instrument or accessories must be reported to the College Music Department.*
  - In the event of accidental damage a fee will be charged to fix or replace the damaged component(s). The cost will vary dependent on the age and type of instruments as well as the specific damage.*
- c. Loss, theft and malicious damage must be reported to the students Head of House immediately. Appropriate reports and paperwork will need to be completed at this time.*
  - In the event of total loss due to theft, a verified police report will be required.*
  - In the event that malicious damage is determined, the full replacement or repair cost of the instrument will be charged.*

#### **6. ASSESSMENT AND HOMEWORK**

- a. Students are encouraged to use their instrument to practise at home.*

#### **7. CLASSROOM USAGE**

- a. Students instruments are to be brought to school on the day of lessons or ensembles only are not to be used in any other area of the school.*

#### **8. OWNERSHIP**

- a. At all time the instrument remains the property of the College. Students have use of the instrument whilst they are enrolled at the College.*
- b. Students are leaving the College prior to the end of Year 12 are required to return the instrument and accessories in good order before leaving the College. If these items are returned in a less than acceptable condition, charges can be applied to cover the cost of repairs or replacement.*

#### **9. BOND**

- a. A bond is required to secure the use of the College instrument. This is payable PRIOR to collection of the instrument.*
- b. Acoustic Guitar / Ukulele a \$50 bond is payable*
- c. A \$200 bond is payable for the hire of all other music Instruments*

#### **10. INSTRUMENT RETURN**

- a. Instruments are to be returned to the the Learning Leader - Music Performance.*
- b. Bond will be refunded if in good working condition.*
- c. If damaged, please refer to 5b and 5c*



### 3. Student and Parent Instrument Use Registration Form

At collection, students will be provided training on use and care of the instrument.

The following items will be provided:



Instrument of choice



Case



### 4. Student Acceptance

This agreement relates to the hire of a musical instrument from Marist-Sion College to the Student Parent/Guardian/Carer.

#### **STUDENT ACCEPTANCE**

*I, the student named below hereby agree to comply with all requirements as set out in the Marist-Sion College Instrumental Hire Agreement.*

*I confirm that I agree to abide by the Marist-Sion Conditions of use.*

*I agree to follow my Parent/Guardian/Carer's direction in the use and care of this instrument outside of school hours.*

Student Name	ID Number
Student Signature	Date



## 6. Parent/Guardian/Carer Acceptance

### PARENT/GUARDIAN/CARER ACCEPTANCE

*As the Parent/Guardian/Carer of the student named in this document, I/we grant permission for the student named to hire the musical instrument listed on page 6 of this document.*

*I/we have read and agree to all the conditions in the Marist-Sion Instrumental Hire Agreement and Conditions of Use.*

*I/we understand our responsibility to pay a bond and for any repairs or replacement resulting from loss, theft, accidental damage, malicious damage or misuse.*

Parent/Guardian/Carer Name	Parent/Guardian/Carer Signature	Date
Parent/Guardian/Carer Name	Parent/Guardian/Carer Signature	Date

Parent/Guardian/Carer (name printed)	
Debtor ID (as per Statement of Account)	
Mobile	
Email	
Bond Paid by (circle appropriate)	Both Parents      Mother Only/Guardian      Father Only/Guardian

PAYMENT	
PLEASE NOTE AN INVOICE WILL BE ISSUED AND PAYMENT MADE AS PER CREDIT CARD BELOW OR BPAY DETAILS ON INVOICE	
BPAY	<input type="checkbox"/> YES
CARD NUMBER	
EXPIRY	
AMOUNT PAID	
SIGNATURE	

**Please return completed form to College Reception.**

**The Music Department will then be in contact to arrange a date and time for you to collect your musical instrument.**

**Once invoice is raised a copy of the completed Instrumental Hire Agreement will be emailed to you for your records.**

## On issue of Instrument (Off ce Use Only)

*To be completed by Learning Leader - Music Performance*

INSTRUMENT DETAILS					
DATE	INSTRUMENT	BRAND	SERIAL NO	INSTRUMENT NO	BOND \$
CASE SUPPLIED <input type="checkbox"/> YES <input type="checkbox"/> NO					

INSTRUMENT ISSUED BY	
NAME	
DATE	
SIGNATURE	

*To be completed by Fees Department*

BOND		
ID		
DATE	INVOICE NUMBER	AMOUNT
	PROCESSED BY	
NOTES		

## On return of Instrument (Off ce Use Only)

*To be completed by Learning Leader - Music Performance*

INSTRUMENT RECEIVED BY	
NAME	
DATE	

*To be completed by Fees Department*

REFUND BOND		
ID		
DATE	RECEIPT NUMBER	AMOUNT
	PROCESSED BY	
NOTES		