

User Information (required)

Last Name:		M.I.:	First Name:	
I.D. #: B	Class: (Graduate) (Senior+) (Senior) (Junior) (Soph.) (Fresh.)			D.O.B.:
Address:		City:	State:	Zip:
Primary Phone #:		Secondary Phone #:		
UCA Email:		Personal Email:		

Secondary Contact Information (required)

Last Name:		M.I.:	First Name:	
Relation to User: (Parent) (Guardian) (Spouse) (Other: _____)				
Address:		City:	State:	Zip:
Primary Phone #:		Primary Email Address:		

TERMS AND CONDITIONS:

- Eligibility for participation requires approval from the Department of Music and the completion of this agreement for each student wishing to use University-owned instruments and/or equipment. The UCA Department of Music reserves the right to terminate this agreement at any time for any reason.
- Failure to return a loaned or rented instrument on time will result in a late fee of ten-dollars (\$10.00) per day and will go as high as the replacement value of the instrument. Late fees will be charged to the user's MyUCA CASHNet account.
- The user is responsible for repair costs if the instrument(s) and/or equipment is/are damaged due to misuse, accidents, modifications, unsuitable physical or operating environments, or improper maintenance by the user. This type of damage may include, but is not limited to, instrument damage; cracked, scratched, or broken parts; broken latches; broken case; liquid damage caused by spills or submersion; damage from foreign material inside the instrument; mouthpiece damage; dents from misuse or drops; and any other damage needing repairs as determined by the UCA Department of Music. Repair costs will be charged to the user's MyUCA CASHNet account.
- The University of Central Arkansas does not assume any responsibility for theft or loss of the instrument(s) and/or equipment. Stolen or missing instruments and/or equipment should be reported immediately to the UCA Police Department at (501) 450-3111. As soon as a police report is available, the user must provide a copy to the UCA Department of Music Office. The user is responsible to UCA for the entire cost of the instrument, and case, and/or equipment if it is lost or stolen. Replacement costs will be charged to the user's MyUCA CASHNet account.
- Failure to promptly pay any charges on the user's MyUCA CASHNet account may result in withholding of the user's grades, transcript, and/or diploma, as well as collection actions.

I understand that I am responsible for the university owned instrument(s) and/or equipment checked out to me as indicated on page two of this document. I also affirm that the instrument(s) and/or equipment will only be used for it's prescribed intent within the coinciding courses and none other whatsoever. I also understand that I am responsible for any and all financial obligations, whether usage fees, rental fees, and/or deposits owed by me, and potentially any late or repair fees that I could incur. I also understand that I will be held financially accountable in the event that any instrument, equipment, or case for which I am responsible is lost, damaged, stolen, or destroyed entirely, whether by my doing or another's. I also recognize that I am responsible for the up-keep and maintenance of the instrument(s) and/or equipment for the duration of this agreement, the only exception to this will be university-owned pianos and percussion instruments. If the instrument(s) and/or equipment needs repair I understand that I must take the affected item(s) to a pre-approved certified repair person for any work that is to be done. I understand that if any repairs need to be made to the instrument(s) and/or equipment they must be completed prior to the return of the items for inventory check-in at the end of the semester. If any damages are discovered at inventory check-in, the user will be notified within seven (7) days of check-in and will have thirty (30) days from notification to remit payment for the costs incurred. I understand that should my relationship with the University of Central Arkansas end for any reason I must return the instrument(s) and/or equipment immediately to the UCA Department of Music or the UCA Police Department.

