

	<h2 style="color: #4F81BD;">Whitsunday Christian College</h2>	Last Updated: June 2021
	<h1>Musical Instrument Loan Procedures</h1>	Version: 2

Purpose:	The purpose of this document is to articulate the conditions of loan of musical instruments.	
Scope:	Students	
References:	<ul style="list-style-type: none"> • WCC Student Code of Conduct 	
Review Cycle:	Every 2 years	Next Review Date: 2023
Policy Owner:	Principal	

Context

Whitsunday Christian College loans students instruments and other musical learning resources. The resources may include instrument cases and covers, stands and items to maintain the instruments. Theory and practical workbooks will however need to be purchased by the family from a music store.

Students may only use these loan resources for educational purposes: class work, private lessons, preparation and sitting of exams, performances relating to and at the College and the development in skills relating to using musical instruments.

Parents / Carers are required to return a signed loan form prior to the issue of a college instrument. (A copy of the form is on page 5.)

Obligations

Students should be aware of the following obligations in relation to their use of musical instruments and resources that are the property of the College:

1. Use of Musical Equipment

- Students are not to allow anyone else the use of the instrument provided to them.
- Students are to return all equipment in a similar condition as it was first received, to enable a re-loan of the equipment.
- Any and all damage to the instrument must be immediately reported to the Music Coordinator / Administration Assistant (Education Services).
- All instruments are not to leave the College until a parent/carer has accepted and signed the Instrument Rental Agreement.
- Instruments are not to be used for non-educational purposes such as busking or for private for-profit events.
- Students receiving private tuition for the instrument will be given first preference on a loan, but any loan is subject to instrument availability.

2. Instrument Loans:

- Students borrowing College instruments will be liable for any damages beyond normal wear and tear. Repairs will be charged at professional rates which can be \$100 per hour plus materials.
- Parent/carer must complete an Instrument Rental Agreement form to borrow an instrument.
- Any instrument used will have a rental fee of \$70.00 per term or \$120.00 per semester, paid in advance.
- Any instrument being used for ensemble / band participation MAY have the rental fee reduced or waived, which is a decision of the Principal. Signed and dated permission for this by the Principal on the original Instrument Loan form is required.
- When on campus and not being used, instruments must be stored in a secure location such as the Instrument Storage Room or Music Rooms.
- Any instrument found abandoned in the College will be confiscated, with the student responsible losing all borrowing privileges for the remainder of the term or academic year.
- All instruments must be returned within **two weeks** of the end of the loan period. Late returns will be assessed a fine of \$50.00 per month and loss of borrowing privilege.
- Student or their families will bear the full expense of replacement if the instrument is lost or damaged beyond repair.

Accidental Damage

Normal wear and tear of the instrument is expected and will not be charged for. Examples of this include:

- Minor dents or scratches to the body of an instrument
- Discolouration or fading to paint or lacquer
- Minor dust and grime damage

Other damage that occurs which is not considered normal wear and tear is the responsibility of the student. Examples of this include:

- Broken or damaged strings (for loans of one term or shorter)
- Damaged tuning pegs, frets or nuts (on guitars)
- Damage due to liquid spilled in or on instruments.
- Large dents or cracks
- Missing parts

Theft and Loss

In the case of theft of an instrument a police report must be provided to the College by the family. Misplacing or loss of instruments or additional loaned items needs to be promptly reported to the College.

The theft of an instrument will not usually incur a charge.

The following excess fees will apply to any misplaced or lost instrument or additional loaned items:

Item	Charge
Classical Guitar (full size)	\$150
Classical Guitar (3/4 size)	\$200
Keyboard	\$350
Keyboard stand	\$100
Keyboard seat	\$100
Ukulele	\$40
Bass guitar	\$600
Guitar bag	\$40

Additional Conditions

1. Ownership of the Instrument remains with the College at all times.
2. Instruments must be returned to the College at the end of the lease period.
3. Students with Guitars or Ukuleles will be provided with a soft bag which must be used during storage and transport of the instrument.
4. Any damage must be reported immediately to the Music Coordinator / Administration Assistant (Education Services).
5. Students must not write on or place stickers or other decorations on any item being loaned, including bags.
6. Instruments must not be used for private or personal financial gain. All instrument usage must be within the ethos and standards of the College as well as any other policies as specified by the College.
7. Breaches of these policies may result in the loss of instrument privileges as determined by the College.

Number and Variety of Instruments available as of June 2021

Item	Quantity Available for Loan	Life of Instrument in Years (Remaining)
Classical Guitar (full size)	5	2-3
Classical Guitar (3/4 size)	8	2-5
Keyboard	4	7
Keyboard Stand	4	10+
Keyboard Seat	4	5-10
Keyboard Set (Keyboard, Stand & Seat)	4	5-7
Ukulele	17	3-5
Bass guitar	2	10+

Please note that the lifespan of these instruments is provided based on a number of factors including current age and wear of the instruments, the quality of the instruments, and the assumption that they will receive regular maintenance.

Maintenance and Upkeep of the Instruments

All Instruments with strings require tuning every time they are played, it is the responsibility of the player (student) to be familiar with tuning practices and is not a maintenance issue.

Strings on Classical Guitars generally need to be changed once each year and this cost is covered by the College. Strings damaged through lack of care, rather than wear and tear will need to be paid for by the family.

Electrical Instruments (Keyboard and Bass Guitar) require regular maintenance once a year to be kept in working condition, the cost of the loan as set out will cover maintenance as long as there are no broken or missing parts (which is set out in the loan policy to be covered by the student).

Music Tuition at the College

Specialised tuition is additional to the classroom Music experiences offered as part of our curriculum. Participation involves an additional cost.

There are currently existing opportunities for students to take private music tuition at Whitsunday Christian College. Our College facilitates lessons in Classical Guitar, Drums and Piano, with singing starting mid Term 3, 2020. There are opportunities for students to perform to audiences and take exams such as ANSCA and AMEB.

With the increase in interest shown in taking private music tuition the Music Department continues to seek to increase the number and skill set range of the tutors.

Tutors work as private contractors who provide a service to our students in exchange for the use of our rooms and equipment. Students pay for lessons directly to the tutors, who provide proof of insurance and eligibility to teach (such as Teachers Registration or a Blue Card) to the College.

Declaration for Instrument Loans

Loan Details

Loan Period:			
Loan Start Date:		Loan End Date:	
Cost:		Paid (signed by office staff only)	

Instrument Details

Instrument Type:		Brand:	
Model Number:		Serial Number:	
Condition:			

Additional Comments

Declaration

We have read the Instrument Loan Policy and agree to the terms and conditions for Instrument Loans.

Student Name:		Form Class:	
Signature:		Date:	/ /

Parent/Guardian Name:		Relationship:	
Signature:		Date:	/ /