

2025-2026 School Owned Instrument Agreement

Please Print All Student Information:

Last Name	First Name	Middle Name	Student ID	Grade	Student's School	School Year
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Band Instrument

<input type="checkbox"/> Alto Sax	<input type="checkbox"/> Bassoon	<input type="checkbox"/> French Horn	<input type="checkbox"/> Tenor Sax
<input type="checkbox"/> Baritone	<input type="checkbox"/> Clarinet	<input type="checkbox"/> Oboe	<input type="checkbox"/> Trombone
<input type="checkbox"/> Baritone Sax	<input type="checkbox"/> Drum (HS drumline)	<input type="checkbox"/> Percussion Kit	<input type="checkbox"/> Trumpet
<input type="checkbox"/> Bass Clarinet	<input type="checkbox"/> Flute	<input type="checkbox"/> Soprano Sax	<input type="checkbox"/> Tuba

Orchestra Instrument

<input type="checkbox"/> Bass 1/4	<input type="checkbox"/> Bass 1/2	<input type="checkbox"/> Bass 3/4	
<input type="checkbox"/> Cello 1/2	<input type="checkbox"/> Cello 3/4	<input type="checkbox"/> Cello 4/4	
<input type="checkbox"/> Viola 12"	<input type="checkbox"/> Viola 13"	<input type="checkbox"/> Viola 14"	<input type="checkbox"/> Viola 15" <input type="checkbox"/> Viola 16"
<input type="checkbox"/> Violin 1/2	<input type="checkbox"/> Violin 3/4	<input type="checkbox"/> Violin 4/4	

Barcode: _____ Brand: _____ Serial #: _____

Auxiliary Items: _____

Condition: NEW VERY GOOD GOOD FAIR POOR

NOTES: _____

The WBSD only rents instruments to families who qualify for free or reduced lunch or to families who are not able to rent an instrument from the District's instrument rental provider because the provider does not carry that instrument for rental. If your family qualifies for free lunch, there will not be a charge for your son or daughter's instrument. If you qualify for reduced lunch, your family will be charged using the rate table below.

By checking this box ☐ I give authorization to the School Nutrition Department to share the financial information from my *Free and Reduced Meal Application* with the Finance Department. Your waiver cannot be processed without this permission.

You will be notified if you qualify for free lunch, reduced lunch or neither. If your family does not qualify for free or reduced lunch, the full rate will be charged. The undersigned will be invoiced by the District's business office using the following yearly fee schedule:

Free: No Charge

Reduced: \$80.00

Full: \$160.00

The instrument is owned by the West Bend Joint School District #1 (District), described above, and is being provided for the use of the Student under the following terms and conditions:

1. The instrument remains, at all times, the property of the District and the Student's possession and use of the instrument does not in any way change ownership of the instrument.
2. The instrument is provided solely for the use of the Student and solely for school purposes. The instrument may not be loaned to anyone else.
3. The student needs to preserve the instrument and auxiliary items in their present condition at all times.
4. Should the instrument and/or auxiliary items, including the case, be returned to the District inoperable and/or damaged beyond normal use, the Parent is responsible for the reasonable cost of repair or its fair market replacement value. If the instrument and/or auxiliary items, including the case, is lost or stolen, replacement expenses at the fair market value on the date of loss will be the parent's responsibility.
5. It is understood that the instrument will be returned to the District no later than the last day of the school year unless this Agreement is terminated earlier by the District or upon the Student's withdrawal from the District and or performing arts program.
6. This agreement does not renew automatically annually. Each year the family will need to complete an application requesting a school owned instrument and meet the requirements of the WBSD school owned instrument rental policy. Fees are subject to change annually.
7. A partial refund of fees collected will only be granted if a student does not continue in the program second semester.
8. Failure to return the instrument to the District at the end of this Agreement or when requested to do so by the District may result in the District taking legal action for the return of its property. Should the District need to initiate any such proceedings, the Parent will be responsible for the fees incurred by the District in obtaining the return of its property.
9. Failure to comply with the terms and conditions set forth above may result in the termination of this Agreement by the District and the immediate repossession of the instrument by the District.

By signing below, I acknowledge that I have read, understand and agree to abide by the terms, conditions and fees set forth above.

Student's Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian EMAIL

() _____
Parent/Guardian Phone #

Program Director's Signature

Date

OFFICE USE ONLY

Date Fee Assigned in Skyward _____

Instrument Return Date _____

Repairs Needed YES NO