2013-2014 Loan Agreement

1. An instrument or bow on loan and the associated accessories, such as cases, straps, etc. (“The Instrument”) are the sole responsibility of The Borrower. The Instrument is to remain in his or her possession until the termination of the loan.

2. The Instrument is to be returned on or before the date designated. Renewals may be granted at the discretion of the Director of the Collection of Musical Instruments (“The Director”), but only after The Instrument has been returned at the end of the borrowing period.

3. Failure to return The Instrument on time may result in the revocation or suspension of borrowing privileges. Further action may include placing a hold on the student’s diploma or denying his or her participation in commencement activities. For non-student Borrowers, full legal remedies will be pursued.

4. The University agrees to insure The Instrument while in the possession of The Borrower. The Borrower may be assessed a deductible in an amount up to $1000, at the discretion of the School of Music, if the School of Music finds that the loss of or damage to The Instrument is due to The Borrower’s gross negligence, willful misconduct or failure to comply with the Rules and Regulations for Use.

5. The Director reserves the right to terminate the loan agreement at any time and for any reason, and if such agreement is terminated, The Borrower agrees to return The Instrument within 24 hours.

6. The Borrower understands that by affixing his or her signature to this document he or she agrees to the terms of the loan as specified herein and the Rules and Regulations for Use, and assumes full responsibility for The Instrument. (See reverse.)

__________________________________________ __________________________________
The Instrument (PLEASE PRINT) Maker, place and date of manufacture

__________________________________________ __________________________________
Purpose of Loan Loan Period

__________________________________________ __________________________________
Borrower’s Name Borrower’s Signature

__________________________________________ __________________________________
Telephone Number E-mail Address

__________________________________________ __________________________________
Date Borrowed CMI Director’s Signature

__________________________________________ __________________________________
Date Returned Received By

__________________________________________ __________________________________
Faculty Approver’s Name Faculty Approver’s Signature
Rules and Regulations for Use

1. The Borrower agrees to take the utmost care to protect The Instrument and prevent it from loss, theft or damage. In the unlikely event that an instrument is damaged, The Director must be notified immediately.

2. The Borrower is not to lend The Instrument to a second party.

3. The Instrument is to be used only for Yale School of Music-related events unless permission has been granted by The Director.

4. The Instrument is not to be used in conducting private instruction or in any other for-profit endeavor.

5. If The Instrument is used in a recording or during a public performance, The Borrower must acknowledge the Yale School of Music as owner. For instruments belonging to the Collection, the Yale Collection of Musical Instruments must be acknowledged.

6. If loss, theft or damage occurs, The Borrower must notify The Director as soon as practicable, must protect The Instrument from further damage, and must fully cooperate with the School of Music and the University’s insurers.

7. The Instrument is not to be taken to a repair person or luthier without permission from The Director. If The Instrument is in need of attention or repair, The Director must be notified immediately.

8. The Borrower agrees to hand-carry and keep The Instrument in sight at all times during transit.

9. The Instrument shall not be subject to extreme cold or hot temperatures, or to exposure to the elements. The Instrument is to be stored in its closed case in a well-regulated environment when not in use.