



## EQUIPMENT LOAN AGREEMENT

This is a **BINDING AGREEMENT** governing the student sign out use of the State University of New York Buffalo State College Music Department equipment and/or materials.

Buffalo State College Assigned Inventory #		Manufacturers Serial Number	
Item Description (State whether case is included or not)		Purpose of Loan	
Accountable Condition of Item		Date of Loan and Projected Date of Return	
Additional Accessory Items (circle all that apply)	Mouthpiece (Name/Model) Lyre    Strap    Neck Plug    Tuning Rod Stand    Tuning Bits    Cleaning Cloth _____ Other		

### SIGNATOR/BORROWER INFORMATION

\_\_\_\_\_ *I have read and fully understand and agree to all of the terms and conditions of this Equipment Loan Agreement.*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

Banner ID and Buffalo State Email		Phone
Name of Signator/Borrower (Please print)		Date
Departmental Authority Signator (Please print, sign and date)		Date
Department Chair Signator (Please print, sign and date)		Date

## TERMS AND CONDITIONS OF BINDING AGREEMENT

- I. The item(s) described and listed above will be returned to the appropriate authority precisely upon the agreed date(s).
- II. The item(s) described and listed above will be the sole responsibility of the signatory person and that responsibility may not be transferred to a third party or any other person(s) less another official BINDING agreement form be implemented by all parties involved.
- III. The item(s) described listed above may only be borrowed by persons who are:
  - A. Officially matriculated students of Buffalo State College and
  - B. Enrolled for credit in curricular departmental ensembles.

All others must have the approval and signature of the fiscally responsible SUNY Buffalo State Music Department Chairperson.

IV. The mechanical and/or functional condition(s) of the above described and listed item(s) establishes the said condition expected, less normal and reasonable wear and tear of use, at the date of return. Any and all necessary repairs or replacement(s) of the above described and listed item(s) shall be the sole responsibility of the sign out signator as follows:

A. All repairs and/or replacement(s) will be implemented by the appropriate authority within the SUNY Buffalo State Music Department directly through the Department Chairperson.

B. All incurred expenses for corrective repairs and/or replacement(s) shall be borne by the signator through the Office of the Bursar, SUNY Buffalo State College and until satisfactorily completed, the academic files and records of said signator shall be held in abeyance.

C. The signator shall not be issued for sign out like item(s) replacement until such time as the current situation has been resolved.

Under NO CONDITIONS may the signator assume the responsibility to effect necessary repairs and/or replacement(s) without consultation with the appropriate issuing authority AND the Music Department Chairperson.

## **RECORD OF RETURN OF EQUIPMENT**

Name of Signator/Borrower (Please print)		Date
Departmental Authority Signator (Please print, sign and date)		Date
Condition of Equipment (List all items returned and any comments)		
Department Chair Signator (Please print, sign and date)		Date