

INSTRUMENT LOAN POLICY

INSTRUMENT LOAN CONTRACT AGREEMENT

Orchestral instrument loans are only for **full-time** students enrolled at the Conservatory. Students are encouraged to have their own instruments. In the event that a loan is required, the decision is based on **need**, faculty's recommendation and availability. There are some instruments which reside in the building and are for shared use (e.g. harps, pianos, percussion etc.): they are not to be removed from their designated spaces in the Conservatory building.

Students assigned Conservatory instruments are required to adhere to the following:

1. The instrument (including case, accessories, etc) is provided for your use, and you must accept full responsibility for it while it is in your care. Before returning the instrument at the end of the loan contract period, you will need to submit the Instrument Loan Form to your major study teacher or head of department for a thorough inspection before the Ensemble Office will accept it back.
2. You are required to take good care of the instrument and purchase the necessary maintenance kit, cloth, etc needed to perform the basic care and maintenance of the instrument.
3. The instrument (and all accessories) has to be cleaned properly and returned in the same condition as when it was loaned out to you. Otherwise a cleaning fee is payable.
4. The loaned instrument (with all accessories) is subjected to recall and checks at any time and has to be returned as and when instructed by the Ensemble Office.
5. You must report any damage or loss of the instrument and accessories to the Ensemble Office immediately. You will have to pay for all replacement or repair costs if the loss or damage are a consequence of your own negligence.
6. The instrument (and accessories) is for your exclusive use only. You are not allowed to lend or exchange the instrument with another YST student without approval from the Ensembles Office. Penalties will be imposed should the instrument, or any of its parts, be found not in your possession.
7. You must not keep any food or perishables in the instrument case.
8. The Conservatory reserves the right to reassign another instrument at any time.
9. The Conservatory reserves the right to change the terms and conditions of loan contract where necessary. Changes will be notified through email and/or website.

INSTRUMENT LOAN POLICY AND PENALTIES FOR MISUSE

Severity	Offence	Penalty
Very Serious	Unauthorized travel with the loaned instrument (parts and accessories included) out of Singapore	Removal of loan privileges plus disciplinary hearing
	Loss of instrument, parts or accessories due to negligence	Borrower will cover all replacement costs
	Damage of instrument, parts or accessories due to negligence	Borrower will cover all repair costs
Serious	Unauthorized sub-loan of instrument to non-Conservatory student	S\$500 in addition to disciplinary hearing
	Unauthorized exchange of instrument or instrument parts with other students	1 st offence: Letter of warning 2 nd offence: Advanced booking hours reduced by 10 hours for 1 month Subsequent offences: Advanced booking hours reduced by 10 hours for 1 month + \$50 fine (in \$50 increments)
Others	Failure to return instrument when recalled or by date of return	1 st offence: Letter of warning 2 nd offence: Advanced booking hours reduced by 10 hours for 1 month Subsequent offences: Advanced booking hours reduced by 10 hours for 1 month + \$50 fine (in \$50 increments)