

SOUTHEASTERN LOUISIANA UNIVERSITY
DEPARTMENT OF MUSIC AND PERFORMING ARTS
HAMMOND, LA

INSTRUMENT CHECKOUT FORM

Instruments remain the property of Southeastern Louisiana University and are provided to students with the understanding that they will be maintained in good working order. Any defects or mechanical problems must be immediately reported to the office of the Department of Music and Performing Arts.

Instrument _____

Make and Model _____

Serial Number _____

Tag Number _____
(if applicable)

Student Name _____

W# _____

Current Address _____

Cell Phone _____

SLU Email _____

I understand that instruments remain the property of Southeastern Louisiana University. I understand that any damage that occurs to this property remains my responsibility and that I agree to repair or replace any property that is damaged, lost, or stolen while in my issue. I understand that I must return the instrument at the end of each academic year or upon request of any MPA personnel. I understand that any instrument not returned each year or upon my leaving the university will be considered stolen university property and will result in a charge for the instrument being placed on my student account. I understand no academic records will be released, nor will I be eligible to return to Southeastern until the debt is paid in full. I understand if not paid that Southeastern Louisiana University will forward my account for collection. I bind and obligate myself to pay the fees of the collection agency employed, including collection fees of thirty-three and one third percent (33 1/3%) of the aggregate amount recovered plus court costs, attorney fees and expenses. I understand that this instrument must not be used for illegal purposes, such as generating personal income. Once issued, an instrument is the responsibility of the above-named student until officially returned and checked in by a properly designated university official.

Student Signature

Signature of University Representative

Date of Instrument Issue

Date by which instrument must be returned

_____ Date of Check In	_____ Signature of University Representative
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