

## LISD Guidelines for Use of District Owned Musical Instruments

LISD provides a limited number of district owned instruments for students enrolled in band or orchestra ensemble courses. Available **BAND** instruments: WOODWIND instruments including oboes, bassoons, bass clarinets, and low saxophones, BRASS instruments including horns, euphoniums, and tubas, and classroom PERCUSSION instruments including but not limited to keyboards and timpani. Available **ORCHESTRA** instruments: STRING instruments including cellos and string basses. In addition, there may be specialty instruments along with a limited number of instruments available that are traditionally owned by individuals.

**The current usage and maintenance fees are \$100 annually for woodwinds, brass and strings, and \$50 per year for percussion.** Modified fees are available to families participating in the district's free or reduced meal program. District maintenance fees are utilized to help offset expenses for normal upkeep, maintenance, and repair. Some examples include (by instrument family): Woodwind maintenance may include pad/cork replacement, key adjustments, and spring replacement. Brass upkeep may include cleaning/flushing, soldering braces or water keys, water key cork replacement, and normal valve/slide maintenance. Percussion maintenance may include the purchase of new heads, specialty mallets, bar tuning/stringing and the purchase of accessory instruments. String repairs include re-stringing, bow maintenance, body re-gluing, and bridge adjustments. ***In nearly all cases, these normal repairs cost more than the annual fee assessment to participating families.*** The district expectation is that these instruments are to be returned in the condition that they were issued. Drops, breaks, dings, dents, creases, cracks, bent, broken or stuck keys and slides, etc. must be repaired at the student's expense prior to end of year check-in. Program directors are responsible for instruction on preventative maintenance each year. Many of the issues listed above can be avoided with care and regular maintenance efforts by the student to whom the instrument is issued.

### **Frequently asked questions:**

**Are there additional fees for students utilizing more than one district instrument?** No. The annual fee of \$100 per student is a maximum contribution regardless of the number of instruments loaned to the student.

**Will there be additional expenses related to this instrument?** This answer is dependent upon the type of instrument and normal maintenance items expected for each instrument. Participating families typically provide expendable items such as reeds, valve oil, bow rosin, and some sticks and mallets.

**Does LISD provide instrument insurance options?** No. While instrument insurance may be a preferred option for some families, LISD does not recommend specific providers. Please consult the music program director or a homeowners insurance provider for options and more information.



# LISD District Owned Musical Instrument Contract

Please complete and return this page along with the applicable fee (submission details provided by each program director)

## Student Endorsement

I, \_\_\_\_\_, have been issued an instrument or instruments belonging to LISD.  
Name of Student (print)

I hereby agree to provide the very best care of the instrument while in my possession. I understand that I/my parents are to assume the financial responsibility of repairing or replacing the instrument(s) should it become damaged, lost, or stolen. ***It is recommended that the borrowing student/parent photograph or otherwise document existing scratches, dents, or other markings on the instrument or instrument case upon receipt. Directors review and record instrument condition prior to distribution.***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent Endorsement

Please **CIRCLE** the appropriate fee structure for your family:

**A) Annual Instrument Fee**  
(\$100 for woodwinds/  
brass/strings,  
\$50 for percussion)

**B) Modified Fee for**  
Reduced Meal Participants  
(\$50 for woodwinds/  
brass/strings,  
\$25 for percussion)

**C) Modified Fee for**  
Free Meal Participants  
(\$20 for woodwinds/  
brass/strings,  
\$10 for percussion)

I acknowledge my responsibility in the care of the LISD owned instrument(s) issued to my child. I will assume the financial responsibility of repairing or replacing the instrument(s) by an LISD authorized vendor should it become damaged, lost, or stolen.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instrument #1** Description & Make/Model: \_\_\_\_\_

Serial # \_\_\_\_\_ Mouthpiece/ Other Accessories: \_\_\_\_\_

**Instrument #2** Description & Make/Model: \_\_\_\_\_

Serial # \_\_\_\_\_ Mouthpiece/ Other Accessories: \_\_\_\_\_

**Instrument #3** Description & Make/Model: \_\_\_\_\_

Serial # \_\_\_\_\_ Mouthpiece/ Other Accessories: \_\_\_\_\_