

**Cobb County School District  
Check-out Form for School-Owned Musical Instruments**

**Name** \_\_\_\_\_ **Instrument** \_\_\_\_\_ **Brand** \_\_\_\_\_

**Serial Number** \_\_\_\_\_ **County Number** \_\_\_\_\_ **Value** \_\_\_\_\_

Accessories:

_____ Case	_____ Neck Strap
_____ Mouthpiece	_____ Lyre
_____ Ligature	_____ Crook
_____ Mouthpiece Cap	_____ Cleaning Rod
_____ Bow	_____

**I ACKNOWLEDGE RECEIPT OF THE ABOVE INSTRUMENT AND ACCESSORIES AND AGREE TO THE FOLLOWING:**

1. To be personally responsible for the safe-keeping of this instrument and return it immediately to the school upon request of the director or principal.
2. To maintain the instrument in good condition at all times including having it repaired as deemed necessary.
3. The instrument will be returned on or before \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature of Band/Orchestra Director  
(Borrower)

\_\_\_\_\_  
Signature of Band/Orchestra Director (Lender)

This form must be signed before the instrument is released. It will be kept on file until the instrument is checked in.

**TO BE COMPLETED WHEN THE INSTRUMENT IS CHECKED IN:**

The above named instrument has been returned in satisfactory condition.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Band/Orchestra Director

THIS FORM IS TO BE KEPT ON FILE AND A COPY SENT TO THE OFFICE OF THE SUPERVISOR OF INSTRUMENTAL MUSIC WITH A SECOND COPY SENT WHEN THE INSTRUMENT IS RETURNED.