

August 23, 2010

TO: ALL SECONDARY PRINCIPALS AND SELECTED ELEMENTARY PRINCIPALS

FROM: Jeanne W. Reynolds,  
Supervisor Pre-K12, Performing Arts

RE: **INSTRUMENT RENTAL**

Collecting instrument rental fees is in compliance with School Board Policy. Instrument rental fees are used to cover repair and replacement of board owned instruments. When these fees are not collected, it is difficult to keep the instruments in good playing condition. Let's continue to work to minimize the following challenges.

- collecting rental fees for one semester only
- lending instruments between schools without documentation
- instruments that are neither tagged nor on the principal's inventory

**Band directors lend instruments between schools because the composition of each band changes slightly from year to year. This makes sound financial sense because many of these instruments are too expensive to purchase. It is important, however, to properly document these loans.**

Instruments that are owned by individuals or booster organizations cannot be repaired by the district with rental fees.

Please see the attached page regarding instrument rental for the 2010-2011 school year. Semester rentals are \$35.00 and yearly rentals are \$60.00. *Parents are encouraged to pay by the year to take advantage of this financial incentive.* The fee for renting a second instrument is \$18.00, unless these fees are waived by the principal. **Instrument rental forms can be ordered through the Warehouse Catalog (Warehouse ID 98216).**

If you have any questions, please contact me at 588-6055. Thank you for your help and attention to this matter.

JWR

cc: Pat Riggs  
Stephanie Joyner  
Rita Vasquez  
Bonnie Jenks  
Secondary Instrumental Music Teachers  
Selected Elementary Music Teachers  
Bookkeepers

Enc.

## MUSIC INSTRUMENTAL RENTAL PROCEDURES 2010-2011

### Instrument rental fees are:

**\$35.00 per semester (\$32.71 rental fee +\$2.29 sales tax)**

**\$60.00 per school year (\$56.08 rental fee +\$3.92 sales tax)**

Complete an instrument rental contract (PCS Form 2-495) for each instrument distributed. These forms can be ordered from the Walter Pownall Service Catalog, Stock Number 98216. **Please note that all rental forms should be numbered. If there is not a number on the contract in the upper right corner, please have your bookkeeper record a number and keep a log of the numbers assigned for auditing purposes.**

1. Instrumental directors are encouraged to collect fees every day for the first 3 weeks. After that administrative support may be needed to collect delinquent accounts.
2. Parents are strongly encouraged to pay by year to minimize paperwork. (*NOTE: There is a financial incentive to pay for the year.*)
3. For instruments rented to more than one student per day, (such as tuba, baritone, horn, string bass, keyboard, guitar) the fee is **\$18.00 per semester, \$30.00 per year.**
4. Rental fees may be waived by the principal (in writing) for economically disadvantaged students as defined by the free and reduced lunch program. Suggested fees for the reduced lunch program would be \$18.00 per semester, \$30.00 per year.
5. Rental fees may be waived by the principal for students assigned to a secondary instrument for performance requirements or for an instrument used for home practice.
6. If fees are waived for any reason, the principal or his/her designee must sign the rental agreement. If someone other than the principal is designated for this task, this must be noted in writing.
7. Rental fees for a second instrument are **\$18.00 a semester or \$30.00 per year** if not waived by the principal.
8. **Rental contracts must be completed for each instrument rental including those where the rental fee is waived. This includes contracts for practice instruments, and secondary instruments.**
9. **Instrument rental fee accounts are internal school accounts and cannot be collected by, or deposited in booster accounts.**
10. Instruments purchased by booster groups should be formally donated to the school in order to be repaired and maintained.
11. When loaning instruments to another school fill out an off-site property loan form in order to keep the instrument on your permanent inventory.
12. All collections and waivers should be documented for auditing purposes.
13. Students renting instruments over the summer need to pay a semester fee and fill out a rental contract.
14. Parents and students should be reminded that throughout the year directors may request that instruments be returned to the school for inventory purposes.