

## Band Equipment Addendum

### John Hardin High School Band Equipment Use Request Form

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) requested to use equipment: \_\_\_\_\_

Equipment needs for your event (please check all that apply):

\_\_\_\_\_ Chairs          \_\_\_\_\_ Music Stands          \_\_\_\_\_ Conductor's Podium

\_\_\_\_\_ Timpani          \_\_\_\_\_ Marimba          \_\_\_\_\_ Xylophone

\_\_\_\_\_ Vibraphone          \_\_\_\_\_ Bells          \_\_\_\_\_ Chimes

\_\_\_\_\_ Clavinova          \_\_\_\_\_ Concert Bass Drum

Provisions of use:

1. Filling out this form does not guarantee use of the John Hardin High School Band equipment.
2. The contact person with the organization will be notified via phone call or e-mail if the equipment request is granted or denied.
3. The organization agrees to leave the premises in the same condition as when received. This includes proper placement of chairs (in stacks of four against the wall by the first band room exit), stands (correctly placed in the stand carts) in the band room, and the return of the conductors podium (as found in the band room). Percussion equipment may be left out in the middle of the band room.
4. Financial charges may be imposed in case of unusual damages to the equipment or band room. All equipment will be checked no later than twenty-four hours after the scheduled event.
5. The organization shall assume full responsibility for the conduct of any patron, guest, visitor, or performer who attends an event it is sponsoring. Proper use of equipment is expected.
6. Failure to comply to with any of these provisions may result in your future denial to use any of the equipment belonging to the John Hardin High School Band.

Agreement to Terms:

I, \_\_\_\_\_, do hereby agree to all terms outlined herein.  
(the undersigned, a representative of the organization)

I agree to abide by these terms with the understanding that failure to comply could result in the cancellation or rescheduling of the equipment request outlined above.

\_\_\_\_\_  
Signature of Organization Representative          Date

\_\_\_\_\_  
Signature of John Hardin High School Band Director          Date