

# INSTRUMENT / CG EQUIPMENT CARE AND USE

*(To be filled out by ALL students in the Music Department)*

Student Name (Print): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Thousand Oaks High School and the Lancer Instrumental Music Department are not responsible for individually owned instruments or equipment lost or damaged at school or during program activities. We recommend covering instruments/equipment on your own Homeowner's or Renter's insurance policy. Parents/students are responsible for any cleaning, maintenance, loss or damage to CVUSD instruments or equipment issued to them.

**No student is permitted to tamper with or play an instrument or use any equipment that is not owned by or issued to that student.**

Band Room doors are unlocked before and after school for students' convenience. Therefore, it is not possible to ensure that personal belongings stored there are secure. **Backpacks left outside the band room during field rehearsals are not secure.** Instruments and music must be stored in the proper, designated areas. Students should take instruments and equipment home for practice each night. All valuables should be locked in lockers. No personal backpacks or valuables should be stored in the Band Room.

**Healthy Maintenance of Instruments:** If you are ill, clean your instrument frequently. Germs can remain in your instrument and make you sick.

**All Members are expected to keep their Instrument/Equipment in good working order.**

**Brass:** Valves and slides oiled and lubricated, no dents or broken solder joints, no missing hardware, mouthpiece clean and in good condition.

**Woodwinds:** Sealing pads in proper repair, instrument swabbed out daily. Reeds should be removed from the mouthpiece and stored in reed holder or box.

**Percussion:** No broken or cracked equipment, no broken heads, warped rims, or damage to snare assembly or shell. (This includes maintenance of the harness).

**Color Guard:** All equipment to be maintained in safe working order.

If a student cannot participate in class because of a repair, it is a student's responsibility to request a loaner for the repair period. Failure to take care of this responsibility may affect the student's grade in the class.

## CVUSD EQUIPMENT

Those students using CVUSD Brass/Woodwind Instruments, Percussion Instruments and Color Guard Equipment must fill out the appropriate form. This form must be signed by a parent and submitted before the instrument can be issued.

Parents/Students are responsible for maintaining school-issued instruments/equipment, and for any damage, loss or repairs that occur while the instrument/equipment is in their care, custody or control. Students are expected to:

- Clean and Maintain instrument/equipment to ensure it is in proper working condition at all times
- Report any damage to the Band Office immediately for evaluation and determination of repair and financial responsibility.
- Obtain authorization from the Band Director prior to submitting any CVUSD equipment for repairs.

I have read the above form and understand my responsibilities:

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date