

Dear Parent,

The Gunn Instrumental Music Program is committed to maintaining a large inventory of high quality instruments for student use. The Gunn Instrumental Boosters support instrument purchases and the repair cost of maintaining these instruments. Insurance for school owned instruments is \$150 per instrument for the year and will be put into an account for maintaining the instruments.

*Insurance should be paid by Friday, September 9.*

Scholarships will be available for students having difficulty paying the \$150. Mr. Summers will be in charge of scholarship applications and awards. It will be done on an individual basis and be kept completely confidential. If you have any questions or are unable to meet the payment deadline, please call the Music Office or email Mr. Summers or Mrs. Lewis.

Sincerely,

Todd Summers

Director of Bands

650-354-8264

[tsummers@pausd.org](mailto:tsummers@pausd.org)

Sandra Lewis

Orchestra Director

Associate Director of Bands

650-354-8264

[slewis@pausd.org](mailto:slewis@pausd.org)

Please PRINT page two and return filled out with a  
check or cash for \$150.00

Checks payable to Gunn Band and Orchestra Booster

Palo Alto Unified School District
Henry M. Gunn High School
Instrument Loan Agreement

Student Name \_\_\_\_\_

Instrument \_\_\_\_\_ Make \_\_\_\_\_

PAUSD Number \_\_\_\_\_ Serial Number \_\_\_\_\_

- Mouthpiece, Neckstrap, Ligature, Shoulder Rest, Bow

The student will receive instrument in good condition.

Insurance scholarships available - contact music director
Please return form and \$150.00 to music director.

\$150.00 Instrument Insurance (non-refundable) Make checks payable to Gunn Band and Orchestra Boosters.

I have read the agreement and understand the policies of using a school owned instrument:

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

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

For office use:
PD - Check # \_\_\_\_\_

AGREEMENT

- 1. It is understood that the student is required to participate in all scheduled school music classes and activities.
2. The instrument must be returned to the music director at the termination of the loan period in the condition in which it was received.
3. Instrument must be cared for at all times. Directors must be notified of any damage immediately so it can get repaired.
4. Instrument cases must be shut, latched and put away properly at all times when not in use
5. The Palo Alto Unified School District reserves the right to recall any loaned instrument in case of (1) misuse; (2) lack of sufficient achievement; (3) evidence of conduct unbecoming a member of the music organization.