

# Musical Instrument Rental

## Policy, Rules and Current Costs/Contacts

### Dept. Arts, Culture and Media, UTSC

#### Context

UTSC Department of Arts, Culture and Music (ACM) has a number of musical instruments available for use by concert band, string orchestra, our ensembles and other practice courses. Some of these instruments are available for a term-long rental or for day-time use in a practice or teaching room. Term-long instrument rentals normally require the payment of a rental fee.

There are other rentals or uses of the instruments that may happen. In normal practice any instruments that are used in-class only don't require rental payments. It is normal that larger instruments e.g. vibraphone, are not rented as they cannot be taken off campus. For wind instruments these need to be rented to an individual due to hygiene considerations, and for smaller or more portable instruments if you wish to take the instrument off site, or will be using it very often, or you want exclusive access to it, then a rental is the best approach.

#### Who can rent?

The ACM Musical Instruments are made available for rental in this priority order:

1. ACM Music and Culture Students studying in the Concert Band or Strings Orchestra
2. ACM Music and Culture Students studying in the Small Ensemble courses
3. ACM Music and Culture Students studying in other practical course
4. Any other ACM students
5. ACM Student Groups or Societies
6. All other requests including non ACM students, University Departments, Staff, and non-ACM student groups

Rental is not guaranteed though – there are approval, checks or discussions that may need to happen with any request.

## **Approval and management**

The ACM Musical Instruments are managed by the ACM Technical team. We are in charge of the access, storage, maintenance, repair and replacement of the instruments. However, Faculty or Sessional Tutors will in many cases need to approve any rental as they are best placed to understand if the instrument is correct e.g. for the Concert Band, or if it may be needed by someone else. Before any rental can be processed:

- Current ACM Music and Culture students must ask their Faculty or Sessional Tutor by email to approve the rental – please request permission via email and cc the Technical Director and Manager of Technical Operations to speed up the process.
- For students in ACM not studying a Music and Culture course, or any other student or student group request, please email the Manager of Technical Operations with your request.
- Approval is not required to borrow a Ukulele or some of the hand-drums, but the technical team may need to liaise with Faculty/Sessional Tutors to confirm if these can be taken on extended loan as these are used in other courses, community workshops and outreach activity.

## Rental process

### Process – Rental

Please try to start this process as early as possible as there may be some time delays seeking approval and setting up a pick up date.

1. **Current ACM Music and Culture students** should contact your Faculty or Sessional Tutor asking for approval to rent your chosen instrument – please cc the Technical Director and Manager of Technical Operations. If approved liaise with the Technical Director to setup the pick-up meeting.
2. **For all other ACM student, student group, non-ACM request**, please contact the Manager of Technical Operations with your request. If approved liaise with the Manager of Technical Operations to setup the pick-up meeting.
3. When you come to pick-up the instrument you will need to
  - a. Pay the term-long rental fee on the UTSC Transact and provide the transaction code. We will assist with this and it is best done at the point of pick-up only.
  - b. We will ask you to sign a rental agreement – please read the detail of the agreement and what your responsibilities are before signing.
4. You can take the instrument away. If you are an ACM student and you need to leave the instrument on campus during days you are practising or in-class you should complete the [Musical Instrument Storage request form](#) to understand the terms and conditions and gain access to the student storage.

### Process – Return

At the agreed return date, immediately after the end of term or when you no longer need the instrument (whichever comes first) you must return the instrument to us. There may be exceptional reasons not to return an instrument, but it is up to you to contact us asap to avoid fines or a rental renewal. Please contact the Technical Director if:

- You have a family or personal emergency that will delay the return
- You wish to retain the instrument e.g. from Fall into Winter Term (a new term-long rental payment will be due though).
- You have had an academic extension or need to re-take an exam so need to retain the instrument for slightly longer.

Normally the Technical Director will reach out to everyone with an active rental, but to organize the return of a musical instrument yourself:

1. Please contact the Technical Director to coordinate a return date/time

2. Return the musical instrument to the Technical Director or another staff member they have nominated.
3. Sign the rental form to note return of the instrument

Please note that you must never leave a returned instrument somewhere without permission e.g. outside an office, in a practice room etc... All returned instruments must be returned to a person otherwise they will still be considered in your care should anything untoward happen.

## **Rental terms and conditions**

### **Your responsibilities**

You accept full responsibility for the instrument:

- You promise to safeguard it – using appropriate and safe storage and transportation.
- You promise to maintain, clean and care for the instrument/case whilst in your care.
- You accept liability for all theft, loss or damages to the instrument/case that occur whilst the instrument is signed out to you. You agree to immediately contact the Dept. ACM if there are any issues with theft, loss or damage.
- You understand that Dept. ACM offers no insurance against loss, and that you should seek personal coverage e.g. on your household insurance or a standalone instrument policy.
- You accept that the instrument is for your use only and cannot be sublet or loaned to a third party.
- You agree to pay the per term flat rate rental fee for each instrument/case.
- You agree to return the instrument at the end of term, or at a time soon after the end of term that is agreed upon. You will return the instrument/case in the same condition as at the start of the rental, and you will directly return it to a representative of Dept. ACM by agreement.
- A per day late fee is charged if you fail to return the instrument/case by the agreed date unless the late return is by agreement with Dept. ACM.
- Dept. ACM reserves the right to recall any instrument/case at any time during the rental period.

### **Theft, loss and damage** *(All fees and payments are payable to the Department of Arts, Culture and Media).*

Replacement of lost or stolen instruments/cases

- We will take the value of the instrument at the time of rental and seek the full amount to help towards its replacement.

### Damage to instrument/cases

- ACM will liaise with an authorized instrument/case repair agent to assess the damage and repair costs. If an assessment fee is charged you are liable for this cost. You are also liable for the cost of repair and any pick-up or delivery charges.
- You are not permitted to seek your own repair options.

### Wear and tear

- You will not be expected to pay for costs associated with normal wear and tear – for example a worn pad on a wind instrument or a sticky valve on a trumpet- as long as the defect was not caused by an abrogation of your duty of care.

### Current Costs

Term-long rental - \$50

Daily Late Fee - \$5

### Current Contacts

Manager of Technical Operations- David Bracegirdle; [acm-mto@utoronto.ca](mailto:acm-mto@utoronto.ca)