

Belmont Christian College

Instrument Hire Policy & Procedures

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1. Vision

The vision of the School Principal and the Creative Arts Department is to see a thriving, musically cohesive, Belmont Christian Music and Concert Band program across the entire College.

2. Rationale

The concept of growing numbers and adding instruments to the band, is the reasoning behind this Music Hire Policy.

3. Aims and Objectives

To provide equity of opportunity for students between Years 4 – 8 to learn an instrument with a view to joining the Concert Band at the earliest possible time subject to:

Ability level as determined through an audition process

Compulsory tutoring through the College music tutor program, or out of school with a tutor of your choice

Behaviour and attitude in accordance with the College Code of Conduct

Evidence of regular practise

4. Implementation

Parents will approach the *Instrument Hire Parent Helper* or Head of Creative Arts to discuss the viability of hiring a musical instrument through the school.

Parents and students will be given the relevant information i.e. Instrument Hire Policy and Procedure and Instrument Hire Agreement.

BCC will provide an agreed instrument for hire after discussion regarding student interests and the type of instruments required to ensure a balance across all sections of the band.

The Instrument Hire Agreement will be signed by parents, and a Bond paid for the instrument.

Students will require a minimum of 6 months lessons at their own cost, including regular practise at home prior to the audition.

Students audition for the Concert Band as soon as possible.

Once deemed ready for the Concert Band by the Conductor, students must attend and practise their parts.

Students who miss two practices without reasonable excuse will put their Hire Agreement in jeopardy.

NB Instrument Hire and Concert Band membership is at the discretion of the Creative Arts Coordinator and the Concert Band Conductor with the Instrument Hire Parent Helper.



INSTRUMENT HIRE AGREEMENT

(This agreement must be completed by parent/carer before any instrument is hired)

Student name		Family Code (office only)	
Instrument hired	1 2	Instrument number (office only)	
Term Hire Fee \$	\$	Bond Paid \$50	/
Hire from	/ /	to	/

Conditions of hire:

1. This agreement must be correctly signed, and the Instrument Bond paid, before any instrument will be made available.
2. The conditions of hire remain in force until the instrument is returned in good condition, or until a new agreement is signed.
3. Any instrument returned after the due date will incur a late return fee of \$10 per week, which may be taken from the Instrument Bond, or added to the Parent Fee Account.
4. Hire rates are per term and must be paid at the Front Office in the first week of each term. Failure to pay the term's hire within the first week of term will mean that the instrument is immediately due for return.
5. If more than one term's fees are paid in advance, early return of an instrument may trigger a prorated refund of the hire fee for future terms.
6. Instruments must be returned at the end of each academic year unless a new agreement is entered into for the following year and all fees must be up to date.
7. No further hire agreement will be entered into if any fees remain unpaid.
8. The hire agreement cannot be transferred between third parties. If a student leaves the College or wishes to discontinue playing the instrument, it must be returned to the College in good condition to receive a refund of the Bond.
9. You, the hirer, are responsible for all maintenance and repair work. All maintenance and/or repair work must be approved by the College prior to work being undertaken.
10. You, the hirer, are responsible for loss, theft, negligence and wilful damage of the instrument(s). The College reserves the right to claim and be indemnified by you for all damages, costs and other related expenses, whether or not caused by you or the student.
11. Although the instrument will be insured by the College any excess is to be met by you.
12. The hire instrument is your responsibility until the instrument has been accepted back in good condition by the College.
13. You may elect to purchase the instrument at the end of the hire agreement for the cost price to the College plus 5%, less the amount of hire paid at date of election to buy.

I acknowledge and accept the above conditions of hire.

Name _____ Signed _____ Date / /