

USE AND CHECKOUT OF SCHOOL INSTRUMENTS

The School of Music and Dance maintains a large variety of instruments for use by students in various classes. They are available to anyone enrolled in a music performance course with the recommendation of the instructor. Music majors are expected to own their own instruments within a reasonable time after admission to the program. An exception is made for those majoring on the larger and more-rare instruments, i.e., tuba, string bass, percussion, harp, piano, and harpsichord. A \$20 equipment use fee is assessed for each instrument every semester.

INSTRUMENT AND EQUIPMENT USE FEE

(All fees subject to change)

A \$20 use fee is assessed each semester and paid together with registration/tuition fees for the following classes: M214, M215, M216, M217, M218, M160, M260, M360, M460. For students requesting a musical instrument for lessons/ensembles, a practice room key, or a key/swipe card to the Electronic Music Studio, a \$20 use fee is payable to the University cashier's office. Bring the receipt back to the Technical Shop window (M118) to initiate the virtual key authorization process. Once you receive the confirmation email from Key Issue, follow the instructions to obtain your key. Under state statute, it is illegal for an individual to have possession of state equipment, such as keys and instruments, without authorization.

INSTRUMENT/EQUIPMENT POLICY

All steps below must be taken before issue/renewal is valid.

1. A School of Music and Dance equipment schedule request must be filled out and signed by the appropriate faculty member.
2. The School of Music and Dance use fee must be paid to the University cashier.
3. The student must bring the completed equipment schedule request, a current Red ID and a valid driver's license or state ID with the cashier's receipt to the Music and Dance Technical Shop (M118) during the posted hours.
4. The student must sign all appropriate forms.

INSTRUMENT/EQUIPMENT DUE DATE

All School of Music and Dance equipment must be returned or renewed at the Music and Dance Technical Shop before the end of the semester. Failure to comply will result in a \$20 late fee and an additional \$20 use fee charged for the next semester. Late fees and next semester use fees will continue to be assessed until the equipment is returned to the Music and Dance Technical Shop. Students who do not return the instrument(s) will be charged full replacement value as determined by the technical shop. Unpaid fees will freeze the student's records and will place a hold on the student's registration until they are paid.

DAMAGED INSTRUMENTS/EQUIPMENT

The student must return equipment in the same condition it was issued. If the equipment is damaged, the student agrees to pay for the repairs as deemed appropriate by the School of Music and Dance repair technicians. All instruments will be assessed for damage and billed upon completion of repairs.

STUDENT LIABILITY

Students who check out School of Music and Dance equipment are financially responsible for that equipment. We recommend all students take a private insurance policy on all equipment borrowed from SDSU. High-value instruments have a required insurance policy that must be in place prior to obtaining the instrument. Students must pay for the replacement of equipment that is lost or stolen. Unpaid fees for lost and stolen equipment will freeze student records and put a hold on registration until all fees are paid.

PIANO AND PERCUSSION PRACTICE ROOM KEY LIABILITY

The student is responsible for the practice room key(s) issued. If a key is lost or stolen, the student must notify both the School and the University key issue offices as soon as possible. The student must pay for the lost or stolen key(s) and meet with the Director of the School of Music and Dance before any key(s) is reissued. Students found possessing an unauthorized key will be reported to the Office of Judicial Procedures.

PRACTICE ROOMS

The basement area of the music building houses practice rooms, which are available to any student enrolled in a music course. There are 40 rooms in the practice area with 32 having an electronic piano and being locked. Qualified students are issued a key for admittance to the area. See the technicians in the Music and Dance Technical Shop (Music 118) to initiate the procedure for obtaining a key. Piano majors are provided practice rooms with grand pianos on the second floor of the building. The use of all other space can be viewed on-line in the Music and Dance Office or Music Technical Shop (Music 118). A \$20 equipment use fee is assessed for piano practice rooms. Piano major practice rooms may be reserved for the semester during the first two weeks of each semester. Dr. Tina Chong manages the second floor piano practice room reservations (tchong@sdsu.edu)

LOCKER USE

1. The purpose of the lockers is to reduce damage to and loss of state-owned instruments as a result of them being left unsecured and unattended.
2. SDSU assumes NO responsibility or liability for instruments stored in music building lockers.
3. Students provide their own padlocks. All lockers must be secured at all times with a padlock.
4. Lockers are assigned by staff in the Music Technical Shop (Music 118). Questions should be referred to staff at the issuing window.
5. Locker assignments are terminated at the end of each semester. All lockers must be vacated each semester by 2 p.m. on the last day of final examination week. Any locker not vacated by that time will be opened and the contents discarded.
6. Lockers not needed for state owned instruments may be assigned for storage of private instruments. A School of Music & Dance Locker Use Fee of \$1 is required. All other conditions apply.
7. Users of unassigned lockers are subject to having their locks and materials removed without notice. When the user can be identified, the locker use fee and a late penalty of \$20 will be assessed.