

Teachers College • Columbia University
 Department of Arts and Humanities • Music and Music Education
Instrument & Equipment Usage/Rental Form

Student's Name: _____ TC UNI: _____

Department/ Program: _____ Email: _____

Phone: _____

Check one of the three options:

Short-term Usage

Long-term Recurring Usage

Rental: Applied Lesson: Yes No Instrument: _____

Instructor's Name: _____

Instrument(s) needed <i>For rentals, there could be multiple rental fees if you are renting more than one instrument.</i>	INS-ID <i>You can check the INS-ID via the Instrument Availability Database.</i>

Accessories/ Special request	
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Short-term Usage & Rental (Rentals due on the last day of each semester, unless otherwise specified.)

Check-out (date/time): _____ Return (date/time): _____

Long-term recurring usage (5 hours per week)

Recurring Schedule	
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Student Signature: _____ **Date:** _____

<u>For the music office use only</u>	
Rental Fee Waiver	
<input type="checkbox"/> Not Applicable <input type="checkbox"/> Applied Lesson <input type="checkbox"/> Special Approval: _____	
Waived amount: _____	Rental fee amount: _____
Remarks: _____ _____	
Instrument Manager Signature: _____	