

SHORT-TERM INSTRUMENT LOAN CONTRACT (no fee)

INSTRUMENT INFORMATION

Instrument Description: _____ Ser.# _____

MSU# _____ Condition: _____

Accessories: _____

CHECK OUT

I have read, understand, and will comply with all points of this Instrument Loan Contract. I acknowledge receipt of and full responsibility for all items listed.

Student Signature _____ Date _____

Checked out by (faculty) _____ Date _____

When is the instrument due back _____

CHECK IN

Student Signature (Check in): _____ Date _____

Checked in by (faculty) _____ Date _____

FEES TO BE CHARGED

| | |
|-----------------|----------|
| Loan fee: | \$ _____ |
| Late fee: | \$ _____ |
| Damage/loss fee | \$ _____ |
| Unsecured fee | \$ _____ |
| Total fees | \$ _____ |
