



Instrument Rental Policy

The SSSG maintains an inventory of instruments that may be rented or loaned. The instrument rental policy sets out the process by which an instrument may be rented and defines the role of the rental coordinator. This document is available on the school website.

1 Rental Coordinator

The Rental Coordinator administers the SSSG's instrument rental/loan program. This is a parent volunteer position.

The Rental Coordinator reports to the Artistic Director and works with the SSSG Artistic Director, the Faculty, the Bookkeeper, and the Instrument Rental Maintenance volunteer(s).

The Rental Coordinator forwards received payments to the SSSG Bookkeeper. (Payments received by SSSG Teachers are to be placed in the Office Rental Binder with the completed Rental Form.)

The Rental Coordinator maintains a current database of Instrument Rentals, Loans, and Repairs. The database is made available to the SSSG Administrative Assistant, the Bookkeeper, the Faculty, and the Instrument Rental Maintenance volunteer(s).

The Rental Coordinator shall coordinate a group rental time for Beginner Families in conjunction with the SSSG Administrative Assistant and Faculty each fall.

2 Rental Fees

Rental fees and any changes shall be approved by the Board of Directors.

Rental fees shall be set out on a monthly basis and be clearly identified on the Rental Form.

Rental fees are due and payable in the form of (post-dated) cheque(s), dated the first day (of each month) of the Rental Period. A Rental Instrument may not be let out until payment is received in full by a SSSG Representative.

3 Rental Period

Typical Rental Periods are as follows:

1. Beginner Student Instruments – 8 months in duration, extending from January 1st until August 31st.
2. Beginner Parent Instruments – 8 months in duration, extending from October 1st until May 31st.
3. Student Rentals – 12 months in duration, extending from date of initial rental.

Upon request and at the discretion of the Rental Coordinator, these Rental Periods can be extended with the completion of new Rental Contracts and submission of the appropriate payment.

4 Condition of Instruments

The SSSG will keep the instruments in good condition.

The SSSG expects Rental Instruments to be returned in a similar condition. Normal wear and tear is expected. The SSSG Faculty of record will be the assessor of condition upon return of the instrument. If the instrument is damaged beyond what can be considered regular wear and tear (for example, dropped and broken) the renter shall pay to repair the damage.

The SSSG will endeavour to inform renters of proper methods of care for the instruments to ensure that they are able to be returned in good condition.