

Fredonia School of Music Instrument Rental Process for Students and Faculty

Date Approved: 2/27/25

Fredonia School of Music music instruments are to be used by students only in connection with academic offerings of the School of Music (courses, ensembles, studio) in which they are officially enrolled. Other uses of school-owned instruments are permitted only when authorized by formal agreements consistent with SUNY policy related to state-owned property.

Instrumental Rental for Students

- 1) Fill out the [online rental agreement](#) to request an instrument.
- 2) Submit payment using one of the three options:
 - a) Debit/Credit (via the rental contract)
 - b) FredCard - Music Office through Amber or Kellie, or in the Student Accounts office, 3rd floor, Maytum Hall
 - c) Cash - Student Accounts office, 3rd floor, Maytum Hall
- 3) Go to the Instrument Storage office (Mason 1015) and show proof of payment. Proof of payment can be a printed or digital receipt.
- 4) A QR code check out system is posted on the board outside of the Instrument Storage Office.
- 5) Receive the instrument and instructions on which locker area is best to use (if applicable).

General Information Regarding Rentals

- Renters are responsible for the safety of all instruments rented to them and the replacement of any instruments lost or stolen.
- Instruments are rented on a first-come first-serve basis. There is no guarantee that all students will be able to rent an instrument if they are registered for a class. It will be the students' responsibility to provide an instrument for the class if the school has rented them all out.
- The student may be held liable for any damages to the instrument, case, and/or accessories, at the discretion of the Instrument Storage Manager .

- In order for a student to receive an instrument, an instrument rental contract must be completed and the rental fee must be paid.
- Returns MUST be made by the contractee unless prior arrangements have been made.

Fees

- Instruments for curricular ensembles will not be charged a rental fee.
- For secondary courses and primary instrument lessons, a rental fee will be charged based on the instrument and length of rental period.
- An instrument rental fee of \$20 will be assessed for the following courses:
 - Elementary School Instrumental Rehearsal (MUED 393.01 & 393.02)
 - Secondary School Instrumental Rehearsal (MUED 394.02)

Late fees

- Students who return instruments late (see contract for deadlines) will incur a \$10/week fee.
- Late fees can be paid [here](#).

School-owned Instruments for Ensemble Use

- Approval of both the lead studio teacher that plays the instrument in question and associated ensemble conductor is necessary.
- Instrument rentals are for the semester (or half semester) only. Additional semesters must be requested separately.
- Students must return all included accessories, which will be checked upon return.
- The student may be held liable for any damages to the instrument, case, and/or accessories, at the discretion of the School of Music.
- It is expected that the rented instrument will be treated with respect and care.

Rental Instruments Accessories

- Flutes: Case, cleaning rod, cleaning cloth
- Oboe: Case, reed case, swab, cork grease
- English horn: Case, reed case, swab, cork grease, TWO bocals
- Clarinets: Case, mouthpiece, mouthpiece cap, ligature, swab, cork grease
- Saxophones: Case, mouthpiece, mouthpiece cap, ligature, swab, cork grease, neck strap
- Bassoons: Case, 1-2 bocals, strap, swab, reed case, cork grease

- Trumpets: Case, mouthpiece, valve oil, tuning slide grease
- Trombones: Case, mouthpiece, slide grease, slide oil
- French horns: Case, mouthpiece, tuning slide grease, rotary oil
- Tubas: Mouthpiece, valve oil, tuning slide grease

- Violin/Viola/Cello- Case/Bag, bow, rosin
- Basses: One bow

* If an item is missing when the instrument is issued, it is the student's responsibility to inform the Instrument Storage office by the end of the first week of class. If the office is informed after that, it will be assumed that the student lost the item, and the student will be charged for the replacement cost of the item.

Instrument Rental for Faculty

- [An agreement must be filled out](#) for every rental.
- Once the agreement is completed, the instrument may be picked up from the Instrument Storage office (Mason 1015).
- Rentals will have to be renewed semester to semester if the instrument is available and in good condition.
- School-owned instruments must be stored in the School of Music unless they are being used for an outside event or professional activity that serves or relates to SUNY Fredonia.
- No fee will be required for faculty to rent school-owned instruments.
- Faculty must return all accessories included with the instrument.

Emergency Instrument Rental Agreement for Faculty

- [An agreement must be filled out](#) for emergency use of a school-owned instrument.
- Emergency use agreements are only to be filled out by faculty.
- Examples of emergency situations: School-owned or personal instrument is unplayable or needs immediate repair, student is covering a last minute part in a concert.
- No fee is required. The instrument must be returned immediately after the situation is resolved.
- Faculty must return all accessories included with the instrument.

Repair Request Form

- This [form](#) is to be used by faculty when any school-owned instrument is in need of an immediate repair.

J-Term

Students can take School of Music-owned instruments home over J-Term if they have specific approval from the lead studio professor that plays the instrument in question and the Instrument Storage Office. Requests for J-Term instrument use must be submitted to the Instrument Storage office via e-mail no later than the Friday one week before the last day of classes. J-Term rental fee will be at a half semester rate.

Summer

Students can take School of Music-owned instruments home over the summer if they have specific approval from the lead studio professor that plays the instrument in question and the Instrument Storage Manager. Requests for summer instrument use must be submitted to the Instrument Storage Manager via e-mail no later than the Friday one week before the last day of classes. Summer rental fee will be at a full semester rate. To be approved, a student must meet the following criteria:

- Registered as music major for the following fall semester at the time of the request. Students who are registered for student teaching are not permitted to borrow instruments over a break unless prior arrangements have been made.
- Approval of lead studio professor(s) that play the instrument(s).
- Approval of Instrument Storage Manager.
- Instrument is available and is not in need of maintenance.

Text for webpage link

Click here for [**Fredonia School of Music Instrument Rental Process for Students and Faculty.**](#)