



2024 GVSD 61 String Instrument Rental Agreement

Welcome to the GVSD 61 Orchestral Strings Program!

We are delighted that your child has chosen to take part in this program! There are hundreds of students in SD61, in grades 5-12, who take part. Class times and locations vary across the district – please contact your child’s teacher for information.

How do we get an instrument from GVSD 61 to use?

School District 61 maintains a non-profit instrument lending library called the Cooper Smith Music Library Collection (CSMLC) to help students. Instruments are loaned on a first-come basis. Please complete the form enclosed and give it to your child’s strings teacher, or to their school’s Main Office, with payment. **Please do not hand these forms or cheques to classroom (division / homeroom) teachers.**

Is there a cost to renting an instrument from the CSMLC?

Yes. Rental fees are collected to help cover the cost of regular maintenance such as broken strings, parts, and adjustments. These are the rental fees:

- A violin or viola costs \$15 per month, or \$150 for the school year
- A cello costs \$20 per month, or \$200, for the school year

I’m concerned about the cost. What can I do?

No child will be denied the opportunity to participate in this program because of financial need. If you are unable to pay the rental fees in full in September, these are some other options:

- You can pay monthly by submitting one batch of cheques, post-dated for the 1st of each month;
- You can make a one-time donation to the CSMLC of any amount you can afford;
- You can ask your child’s teacher to contact their child’s principal to have all of their fees waived.

What happens if my child breaks or loses an instrument?

While an instrument is signed out, the student and their parents are responsible for it. **If an instrument is damaged, please do not attempt to fix it yourself.** Return it to their music teacher, who will either fix it themselves, or take it to the CSMLC for repair. Repairs that are a result of normal wear and tear (such as a collapsed bridge or a broken string), are repaired at no charge. If an instrument is badly damaged, parents will be asked to cover the cost of repair up to the full replacement cost. If an instrument is lost or stolen, parents will be asked to pay for the full replacement cost. These are the full replacement costs:



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- A violin or viola costs \$500 to replace
- A cello costs \$2000 to replace.

Please note that the CSMLC is a non-profit organization and does not offer insurance programs.

How do we pay for our instrument rental?

You can either submit:

- A cheque or cash for the full and exact amount (no change given);
- 10 cheques, post-dated for the 1st of each month, all in one batch;
- A one-time payment of any amount which you can afford, in cash or by cheque.

Cheques should be made payable to School District 61. Please write your child's name on the memo line. Give it to your child's strings teacher, or their school's main office – not to classroom teachers.

Cash payments should be in a sealed envelope, with your child's name written on the outside of the envelope. Give it to your child's strings teacher, or their school's main office – not to classroom teachers.

Students should not carry cash to school.

We are sorry, but credit and debit card payments, e-transfer, or School Cash Online are not accepted at this time.

Will I get a refund if my child decides to withdraw from the program?

Your child can withdraw from the program at any time, and **a portion of their fees will be refunded** up to April 1st 2025. If they choose to withdraw, the instrument must be returned to their child's teacher, then **parents are asked to please contact csmlcrequest@sd61.bc.ca to have the remainder of the fees refunded.** Please include your current mailing address in the email. Refunds will proceed as follows:

- If the withdrawal is prior to December 31, 2024– a refund for six months' rental will be given or post-dated cheques January – June will be returned.
- If the withdrawal is between January 1, 2024 and March 31, 2024 -a refund for three months' rental will be given or post-dated cheques April – June will be returned.
- If withdrawal is on or after April 1, 2024, no refund will be given or post-dated cheques returned.

Refunds are processed by the school board office and can take up to 10 business days.

Please keep these first two pages of your rental agreement and return only the following page, completed.



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RENTER INFORMATION (TO BE COMPLETED BY STUDENT'S PARENTS)	
Student's Name:	
Parent's Name:	
Address:	
Postal Code:	
Contact Phone Number:	
School Name:	
Strings Teacher's Name:	

INSTRUMENT INFORMATION (TO BE COMPLETED BY THE TEACHER)				
Instrument:	violin	viola	violin strung as viola	cello
Size:	$\frac{1}{4}$	$\frac{1}{2}$	$\frac{3}{4}$	full
Bar Code:		Call Number:		

INFORMATION ABOUT PAYMENT (TO BE COMPLETED BY THE CSMLC CLERK)		
Full payment amount:	\$	Tender: cash or cheque
Installments amount:	\$	Tender: batch of post-dated cheques
One-time donation amount:	\$	Tender: cash or cheque
Signature from school principal allowing fee waiver:		

The individuals represented by the signatures below,

- ✓ **pledge** to care for this instrument and to return it on or before mid-June of 2025 in good condition;
- ✓ **acknowledge** that, should the instrument be damaged by regular use, the instrument will be repaired or exchanged;
- ✓ **acknowledge** that should the instrument be damaged beyond normal wear and tear, they will be asked to pay for the repair costs up to the full amount to replace it;
- ✓ **acknowledge** that if an instrument requires full replacement, either by breakage or loss, that violins and violas cost \$600 to replace and cellos cost \$2000 to replace.

Signature of Parent/Guardian: _____ Date: _____

CSMLC Clerk initial that information has been entered: