

BPS Instrument Rental and Maintenance Procedure

- Meet with principal/headmaster to review program.
- Inform classroom teachers about the program.
- Copy the enclosed materials for distribution. (**Keep originals as a master.**)
- Hold a presentational/informational meeting for students and parents. Explain the music program – expectations and opportunities.
- Send the parent/guardian informational letter and the **Boston Public Schools and VH-1 Instrument Rental/Maintenance Agreement** home with all students planning to be in the instrumental program.
- Assist students and parents in appropriate instrument selection.
- Collect all **Agreements and Money Orders. (Remind families to keep their money order stub if the student is renting a VH-1 instrument.)**
- Compile a list of specific instrument needs and fill out the **Instrumental Instructor Instrument Issue Form.**
- **For BPS Instruments:** Call 617.635.8746 to pre-order needed BPS instruments and set up a time for pick-up. The Musical Instrument Technician will collect the Instrument Rental/Maintenance Agreements, money orders and the Instrumental Instructor Instrument Issue Form when the instruments are picked up. (Always make copies for your own records.) **NO INSTRUMENTS WILL BE RELEASED WITHOUT THE COMPLETED PAPERWORK AND APPROPRIATE FEES.**
- VH-1 Instrumental Music Rental/Maintenance Agreements, money orders and Instrumental Instructor Instrument Issue Forms should be turned in Mark Legault, Instrument Repair Technician, Boston Public Schools.
- Issue instruments to students, checking serial numbers for accuracy.
- If an instrument is lost, stolen or damaged during the school year, the music teacher should notify the Instrument Repair Technician, the Principal/Headmaster, and Curriculum and Instructional Practices/Arts **immediately.**
- Parents should be encouraged to include the instrument on their home insurance policy and to file a police report if the instrument is lost, stolen or damaged.
- At the end of the year, return instruments needing repair to the warehouse.
- VH-1 instruments will be checked on school site at a pre-arranged time during the school year. Money orders will be returned if the instruments are in great condition. **Families MUST retain their money order stub to get their money back when they return to their original issuer.**