



Corsham Windband Association

Instrument Loan Policy

1. Overview

- 1.1 The Owner: Corsham Windband Association is a registered charity based at The Pound Arts Centre, Corsham
- 1.2 The Hirer: Usually the parent or carer
- 1.3 The School: For whole-class/group [First Access] instrument loans, this is the school a pupil attends to receive their lessons.

2. Criteria

- 2.1 Fully subsidised instrument loans are available during the academic year to pupils who meet the following criteria:
 - Pupils taking part in CWA tuition (individual, small group or whole-class)
 - CWA Band/ Ensemble members

3. Duration

- 3.1 CWA instrument loans operate on an academic yearly basis and end after the final session or concert supervised by a CWA teacher. CWA will contact Hirers toward the end of the loan period to outline further options available for the subsequent academic year.
- 3.2 Factors that may influence availability of a CWA whole-class/group project loan instrument include instrument stock levels and, in the case of the programme, availability of CWA teachers.

4. Commencement, duration of loan and returns

- 4.1 The instruments will be delivered in advance of tuition starting. They will be under the care of the School from this time and whenever an instrument is on the School's site until either CWA collects the instruments or a Hirer completes a loan agreement.
- 4.2 For the Hirer, CWA instrument loans start from the date the Hirer completes and returns the instrument loan agreement and the CWA teacher has delivered an induction to pupils on how to look after and care for the instrument. Once the agreement is returned and the induction is complete, the Hirer is responsible for looking after the instrument and ensuring the pupil brings it to the School for each CWA session.
- 4.3 CWA instrument loans can continue whilst a pupil attends CWA lessons at the School. Where a pupil leaves the School, the instrument must be returned to the School.
- 4.4 The CWA instruments will be returned to the School before the end of the academic year.
- 4.5 CWA will work in partnership with the School to ensure clear returning instructions are given to the Hirer before the end of the year. CWA will contact the School before the end of the loan period with options for continued loan/hire availability, where possible.

4.6 The CWA instrument must be returned in good condition, complete with any accessories, and in its original case.

5. Damage and/ or loss

5.1 In the event of accidental damage to a CWA instrument, CWA will bear the cost of replacement or repair.

5.2 In the event of loss or theft of a CWA instrument, CWA will investigate the loss/theft and liaise directly with the Hirer to determine the details. Where any damage, loss or theft is found to be malicious, if any instrument is kept after a request to return it is sent or if the instrument is sold or donated, the Hirer will be liable for the full repair or replacement cost, payable to CWA.

5.3 The Hirer must not authorise any repairs or maintenance, nor should the Hirer attempt to carry out any repairs personally. CWA does hope that parents/carers will support their child with routine care in accordance with any instrument care guidance issued by CWA.

5.4 In the event of any problems with the CWA instrument, in the first instance the Hirer must contact the School who will in turn contact the CWA teacher.

6. Insurance

6.1 CWA provides insurance cover for CWA instruments.

7. Maintenance and consumable items

7.1 For CWA instrument loans only, the Hirer or School will not be required to bear the cost of consumable items such as strings, resin, oil or reeds. These items will be made available to pupils and the School during the CWA sessions by CWA staff.