

## Care of Instrument and Music

Each student is responsible for his/her own instrument. Cello and Bass players are responsible for the school instrument to which they are assigned.

Students will be assigned a locker in the storage room for their instrument storage. Locks for the lockers are the student's responsibility. Lock combinations must be submitted to the director before placing it on the locker. Students are expected to keep their locker and the instrument storage room clean. **All class rules apply to the instrument storage room.**

- Instruments should be stored away when not in use and never left on the floor or on top of a case unattended.
- Violins and violas should never be hung from the lip of a music stand.
- Bows should never be used to keep the beat on a music stand.
- Instruments, strings, and bows should be wiped clean with a soft cloth after each use.
- Bows should be loosened and put away when not being used.
- No one should ever throw rosin, pencils, hand sanitizer, or anything around instruments.
- Instruments are to be kept in good playing condition. Proper maintenance is required.

All instruments must have the **name of the student owner clearly marked on the outside of the case**. Instruments without labeling will not be allowed storage in the orchestra room. Students will register the serial number and all pertinent information about their instrument(s) with the Director before the close of the first week of school. (Instrument Registration Form)

Students who have an instrument to leave at school for rehearsal purposes are required to submit an Extra Instrument Form (attached to the Instrument Registration Form) complete with parent signature to the Director. **Students without this form are required to take their instrument home every day.**

Cello and Bass students must pay the Instrument Rental Fee (\$100) and return the Instrument Rental Form to the Director before an instrument will be assigned. Instrument assignments are on a first come, first-served basis.

**Any damage incurred to an instrument or bow, whether it is the student's instrument or another's, due to the failure to follow these procedures or by negligence on the part of the student, is solely the responsibility of that student. Damage incurred to school-owned instruments due to negligence on the part of the student is solely the responsibility of that student.**

Original sheet music and ensemble books **must not** leave the room. The Director provides students with practice copies of the music to be taken home and rehearsed. Markings on music should be made in pencil only. No marking in pen is allowed, ever.

Music should be kept neat and organized in the music binder. Binder/music checks may happen at any time and will be a part of the *Preparedness* grade for the student.

Students should bring all music to every rehearsal and performance. Do not trust that your stand partner will have the music. **Everyone is to have their music with them at all times!** Failure to do so will result in points off of the *Preparedness* grade for that quarter.

Students may be charged for lost music or binders. \$5.00 will be charged to the student's account for replacing a binder and \$1.00 for each piece of lost music.