West Virginia University-College of Creative Arts- School of Music

Percussion Equipment Sign-Out Form

This form must be completed and approved for the loan or use of any percussion equipment being removed from the Creative Art Center for any purpose other than events directly sponsored by the School of Music.

Name: ___________________________ WVU Student ID Number: __________

Local Address: ___________________________________________________________

Phone: ___________________________ Email Address: _________________________

Equipment (List each piece separately)
1. _________________________________________________________________
2. _________________________________________________________________
3. _________________________________________________________________
4. _________________________________________________________________
5. _________________________________________________________________
6. _________________________________________________________________
7. _________________________________________________________________
8. _________________________________________________________________
9. _________________________________________________________________
10. _________________________________________________________________
11. _________________________________________________________________
12. _________________________________________________________________

Condition Notes (if applicable): __________________________________________

________________________________________________________

Event Name/Use: _______________________________________________________

Location: __________________________________________Date of Event: ________

Student Signature __________________________Date Signed: ________________

Percussion Area Approval:
Date Equipment Must Be Returned: ________________

Percussion Faculty/Staff Signature: ________________ Date Approved: __________

Date Signed-Out: ________________ Date Returned: __________________

File original in the main office of the School of Music. One copy for student.