Upper Midwest Flute Association
Alto/Bass/Contrabass Flute Rental Agreement

Rental rules and expectations:

1. **Renter must be a current member of UMFA.** The UMFA membership year runs from September 1 to August 31.
2. **Renter will carefully supervise and, if necessary, instruct anyone else who plays or touches the instrument**, ensuring that it remains safe. Renter is liable for any damage to the instrument and will forfeit part or all of the safety deposit if the instrument is damaged or stolen. Renter is responsible for the care of the instrument and is expected to clean the instrument after each use and return it in good condition.
3. **Renter is responsible for covering up to $500 of repair costs** if the flute is damaged during their rental period. If the cost of repairs is less than the deposit, the remainder of the deposit after repairs will be returned.
4. **If the renter is under age 18**, the renter's parent/guardian assumes legal responsibility for the care of the instrument. UMFA reserves the right not to rent to parties under 18.
5. **Renter must pick up and drop off the instrument in person**. Instruments may not be shipped.
6. **Rental limit is four consecutive weeks by one party**. Rental week is seven consecutive days.
7. **For UMFA-hosted events** (e.g. parlor concerts or Honors Flute Choir), rental fees will not be charged as long as the person using the instrument is a member of UMFA and uses it only at the UMFA event.

What to bring when you check out the instrument:

When arriving to pick up the instrument, the renter must bring to the custodian of the instrument:
- **Check for rental payment** and UMFA membership (if membership is not current)
- **Check for security deposit** (SEPARATE from rental check)
- **Stamped envelope** addressed to Upper Midwest Flute Association, Inc., 1609 Pleasant St, Unit 110, Lauderdale, MN 55108. *(The custodian will confirm payment for the rental and send the check and a copy of the form to the UMFA treasurer using this envelope.)*
- **Rental agreement**
- **UMFA membership form** [if new/renewing UMFA member]: To join/renew, please visit http://umfaflutes.org/membership. *You may renew online or with a printed form (the latter may be enclosed with your rental form). The UMFA membership year runs from September 1 to August 31.*

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Renter Information

Renter's Name	Dates of rental:

If you are already a current member of UMFA (membership year runs from Sept 1 to Aug 31), please write your member number here: _____. If not, please fill out the form on the previous page or online at http://umfaflutes.org/membership.

Renter's Phone Number:	Renter's Email Address:

Renter's Address

City	State	Zip

Renting *(circle):*

Alto   /   Bass   /   Contrabass

Fees and Agreement

Number of days/week(s) reserved:	_____
Total cost of rental: Alto and Bass Flutes: $5/day or $25/week. Contrabass Flute: $15/day or $75/week	$_____
Are you already an UMFA member or have you filled out the form?	_____
UMFA membership fee (may be included on rental check):	$_____
Security deposit is required for rental. It will be returned or shredded after the rental as long as the flute is returned in the same condition in which it was received. **Security deposit (per instrument): $500**	$_____ (WRITE AS A SEPARATE CHECK FROM RENTAL/MEMBERSHIP FEE.)

Agreement: I promise to treat the rented instrument with care and caution. I will not allow anyone else to play or touch the instrument. I will clean the instrument after each use and return it in good condition. I understand that I am responsible for the condition of the instrument while it is in my possession, and I agree to cover the cost of repairs up to the amount of the security deposit if the instrument is damaged while it is in my possession.

Renter's signature and date: _____ Date: _____

Signature of parent/guardian of renter: _____ Date: _____
(if renter is under the age of 18)

For UMFA:

Custodian	Date Out	Date Back

Condition of the instrument upon check-out and check-in: