



Borrowed Property Agreement

Department of Music • University Bands

The undersigned agrees to be responsible for all Coastal Carolina property, including equipment and instruments borrowed by and released to the undersigned, and to return all such property to the Department of Music on or before the return date specified below.

If any borrowed item of University property is lost, stolen or damaged prior to its return to the Department of Music, the undersigned agrees to pay for the cost of repair or replacement of such item of property. If the undersigned fails to return any borrowed item of University property by the due date, the undersigned agrees to pay for the cost of replacing the item(s) or property. The undersigned will be notified that the equipment return is overdue and of the replacement costs involved.

Failure to return the borrowed item within ten (10) days after notification will result in a transfer of the charges to the undersigned's student account maintained by the Office of Student Accounts. Charges for borrowed items that are returned damaged will also be transferred to the account.

This action will prevent subsequent registration, graduation, and transcript or grade issuance until this matter is cleared. The amount is also subject to a \$25 per month fee, referral to a collection agency, attorney's fees, and other costs and charges necessary for the collection of any amounts not paid when due.

Furthermore, the undersigned's signature indicates the borrower has received a copy of this form.

Student's signature _____ Date _____

Printed name _____ Student ID _____

Telephone(s): Cell (_____) _____ Other (_____) _____

Email address _____

Address _____

City _____ State _____ ZIP code _____

ITEM	BRAND	ID#	CONDITION	OTHER

CHECK OUT: CCU employee authorization _____ Date _____

DATE TO BE RETURNED (DUE DATE) _____

RETURNED: CCU employee authorization _____ **DATE RETURNED** _____

Coastal Carolina University (CCU) does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, genetic information, mental or physical disability, or status as a disabled or Vietnam-era veteran in its admissions policies, programs, activities or employment practices. For more information relating to discrimination, please contact the CCU Title IX Coordinator/EEO Investigator, Coastal Carolina University, Kearns Hall 104B, Conway, SC; Title IX email titleix@coastal.edu; office phone 843-349-2382; Title IX cell phone 843-333-6229; EEO email eeo@coastal.edu; or the U.S. Dept. of Education Office for Civil Rights at www2.ed.gov/ocr.

Please email completed form to Cheryl Wagner at cwagner1@coastal.edu or Paula Gwaltney at pgwaltney@coastal.edu.