



# Instrument Loan Request Form

Thank you for your interest in the White House of Music Foundation Instrument Loan Program. We recognize that for some families, the cost of obtaining a quality musical instrument can be prohibitive, and we would like to help by providing an instrument to any deserving and dedicated student. Instruments are loaned to students according to need based criteria, with preference given to those families who might not otherwise be able to provide an instrument for their student without this support.

Instrument loans will be granted based on the amount of instruments available, and the relative need of the family. This application form is designed to help us make these determinations. All information in the application is held in the strictest confidence. We hope that through this process we will be able to make your child's desire to play an instrument a reality. Thank you for your interest and your application. If you have any questions about the White House of Music Foundation or this application, please call us at 262.798.9700 or email [foundation@whitehouseofmusic.com](mailto:foundation@whitehouseofmusic.com).

## **Important Information:**

- Students receiving a loan instrument, if awarded, must be enrolled in a licensed K-12 public, private or parochial school, and be between the ages of 5 - 18; such instruments are not available for Pre-k, college, post-graduate students, or adults over the age of 18.
- Students receiving a loan instrument, if awarded, must be participating in their school's band, orchestra, or music program, or approved community-based or private lesson program.
- The White House of Music Foundation will provide "Maintenance and Repair" coverage for all loaner instruments, allowing for free-of-charge repairs at any White House of Music location (should the instrument become damaged) while in the possession of the student.
- In the event the student stops taking music lessons or leaves his/her school music program, loaned instruments from the White House of Music Foundation must be returned promptly.
- Instruments are awarded for a 9-month "school year" loan period; families in possession of a loan instrument must return the instrument OR reapply to continue to use the loaner instrument after 9 months.
- Families requesting instrument loans for multiple children should complete a separate request form for each child.
- Instruments loaned to students by the White House of Music Foundation remain the property of the Foundation. Failure to comply with the terms of the loan or failure to return the instrument to the Foundation by its specified due date will result in repossession.
- The White House of Music Foundation reserves the right to repossess loaned instruments in the event the student discontinues music lessons or leaves their school music program.

## **Return application to:**

White House of Music Foundation  
2101 N. Springdale Rd.  
Waukesha WI 53186  
[foundation@whitehouseofmusic.com](mailto:foundation@whitehouseofmusic.com)

# White House of Music Foundation Instrument Loan Request Form

## APPLICANT INFORMATION

Parent name: \_\_\_\_\_ Child name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Child's DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

\_\_\_ My child is enrolled in the band program at his/her school.

Teacher's name: \_\_\_\_\_

How long has your child been in the band program? \_\_\_\_\_

\_\_\_ My child is enrolled in the orchestra program at his/her school.

Teacher's name: \_\_\_\_\_

How long has your child been in the orchestra program? \_\_\_\_\_

\_\_\_ My child is taking lessons through a private lesson or community-based program.

Program/Institution name: \_\_\_\_\_

Teacher's name: \_\_\_\_\_

How long has your child been in lessons/this program? \_\_\_\_\_

## **INSTRUMENT REQUESTED (Note: If requesting a violin, viola, or cello, please list size):**

Instrument: \_\_\_\_\_ Size: \_\_\_\_\_

Have you applied for White House of Music Foundation assistance before? \_\_\_ Yes \_\_\_ No

Has the child named on this application received White House of Music Foundation assistance before?  
\_\_\_ Yes \_\_\_ No

Does the child named on this application qualify for free or reduced lunch? \_\_\_ Yes \_\_\_ No





# Instrument Loan Contract

Complete and attach to loan application

## Important Information:

- Students receiving a loan instrument must be enrolled in a licensed K-12 public, private or parochial school, and be between the ages of 5 - 18; such instruments are not available for Pre-k, college, post-graduate students, or adults over the age of 18.
- Students receiving a loan instrument must be participating in their school's band, orchestra, or music program, or approved community-based or private lesson program.
- The White House of Music Foundation will provide "Maintenance and Repair" coverage for all loaner instruments, allowing for free-of-charge repairs at any White House of Music location should the instrument become damaged while in the possession of the student.
- In the event the student stops taking music lessons or leaves his/her school music program, loaned instruments from the White House of Music Foundation must be returned promptly.
- In the event the instrument is lost or stolen, the parent is expected to notify the Foundation immediately.
- Instruments are awarded for a 9-month "school year" loan period; families in possession of a loan instrument must return the instrument OR reapply to continue to use the loaner instrument after 9 months.
- Instruments are to be used by the student named on this contract only.
- Instruments loaned to students by the White House of Music Foundation remain the property of the Foundation. Failure to comply with the terms of the loan or failure to return the instrument to the Foundation by its specified due date will result in repossession.
- The White House of Music Foundation reserves the right to repossess loaned instruments in the event the student discontinues music lessons or leaves their school music program and fails to return the instrument promptly.

## FAMILY INFORMATION (Required)

Parent name: \_\_\_\_\_ Child name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Child's DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_  
 School: \_\_\_\_\_ District: \_\_\_\_\_  
 Child is in (choose one):  Band  Orchestra  Private Lessons  Community music program  
 Name of music teacher: \_\_\_\_\_

## OFFICE USE ONLY

Instrument type: \_\_\_\_\_ Serial Number: \_\_\_\_\_  
 Item Code: \_\_\_\_\_ Brand: \_\_\_\_\_ Model: \_\_\_\_\_  
 Date of Loan: \_\_\_\_\_  
**DUE DATE:** \_\_\_\_\_ *Please note: If you wish to continue using your Foundation instrument after this date, you will need to complete a new Instrument Loan Request Form before this date.*

## PARENT/GUARDIAN SIGNATURE (Required)

I agree to abide by the terms and policies stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_