



AREA 12 HANDBELL/HANDCHIME LOAN AGREEMENT

Date: _____ HMA Member No. _____ Expiration Date: _____

School Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

School Phone: (_____) _____

Public / Private School (circle one) Grade Levels: _____

Music Teacher/Director Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (_____) _____ E-mail: _____

Brief description of present music education program:

Proposed schedule time for rehearsals: _____

REQUEST

Beginning date of loan period: _____

Equipment Needed: _____ Handbells _____ Handchimes
 _____ Foam Pads (you may need to purchase your own pads)

Additional Help Needed: _____ Directing Handbells _____ Basic Bell Techniques

Future Plans (as envisioned):

Special Comments (why you think your school should be considered for this equipment loan):

TO COMPLETE THE PROCESS, THE MUSIC DIRECTOR AND HOST SCHOOL MUST AGREE TO THE FOLLOWING:

1. The Music Director must be a member of the Handbell Musicians of America.
2. The Music Director should attend handbell/handchime workshops, conferences, and classes to improve his/her knowledge of ringing and directing.
3. The host school/church/private institution accepts full liability for all handbells/handchimes and equipment while in their possession and will provide Area 12 proof of equipment insurance.
4. The host school/church/private institution and music director are responsible for the following costs:
 - Handbell Musicians of America membership fees
 - Return shipping
 - Music
 - Maintenance of an insurance policy for full replacement cost of the equipment
5. Following the loan period, the host is required to write a report and send photos taken of their activities to the Area 12 Education Director. This report may be submitted for possible publication to the Twelfth Tone e-newsletter and/or to the Area 12 Web site. All photos should be preapproved prior to submittal.

Signed (by Music Director)

Date

APPLICATION DEADLINE
Fall Semester: May 31
Spring Semester: November 30