



McMaster University Marching Band

Bylaw 3. Summer Instrument Rentals



This document outlines the process of instrument lending provided by the McMaster Marching Band, here onward referred to as MMB, to any persons defined as an Instrument Borrower, here onward referred to as the Borrower. All policies within this document will apply to the Executive Committee electoral terms as defined in the MMB Constitution Section 8.

1. Instrument Sign-Out Eligibility

- 1.1. All instrument sign-outs require the written approval of one (1) member of the current Executive as indicated in the MMB Constitution Section 5.
 - 1.1.1. The executive member's approval must be written as the signature at the conclusion of an official MMB Instrument Sign-Out document.
- 1.2. The Borrower must currently possess or plan to possess the title of a Member in good standing as outlined in the MMB Constitution Section 4.
 - 1.2.1. The Borrower's eligibility shall be dependent exclusively on their membership in the prior academic year and their intentions for the incoming academic year.
 - 1.2.2. The Borrower's approval and acceptance of these policies must be written as a signature at the conclusion of an official MMB Sign-Out document.

2. Instrument Sign-Out

- 2.1. Instrument inspection must occur prior to its transition from MMB to the Borrower.
 - 2.1.1. All instrument inspections must be conducted by at least one (1) member of the Executive as well as the incoming Logistics Director.
 - 2.1.2. Instrument inspections must include pictures of all the following components, respective of instrument:



McMaster University Marching Band

Bylaw 3. Summer Instrument Rentals



- 2.1.2.1. For brass instruments;
 - 2.1.2.1.1. Buttons, valves, mouthpiece(s), slides;
- 2.1.2.2. For reed instruments:
 - 2.1.2.2.1. Ligatures, corks, keys;
- 2.1.2.3. For flutes and piccolos :
 - 2.1.2.3.1. Mouthpieces, headjoint, keys;
- 2.1.2.4. For all instruments:
 - 2.1.2.4.1. Bells, components, case;
- 2.1.2.5. All other fragile components as deemed important by the inspector.
- 2.1.3. Instrument inspections must include documentations of all of the following components, respective of instrument:
 - 2.1.3.1. For brass instruments:
 - 2.1.3.1.1. All six (6) valve caps, valve lubrication, slide lubrication, slide oxidation, lacquer tarnish, loose welds, water key pads, water key screws, slide screws;
 - 2.1.3.2. For reed instruments:
 - 2.1.3.2.1. Key mobility, ligature screws, straps, cushions, pads;
 - 2.1.3.3. For flutes and piccolos:
 - 2.1.3.3.1. Key mobility, rod system, cushions, pads;
 - 2.1.3.4. For all instruments:
 - 2.1.3.4.1. Internal cleanliness, scratches, dents, and/or any other possible damage.
 - 2.1.3.5. A copy of the instrument inspector's report shall accompany the instrument through the Borrower's term outlined in the MMB Instrument Sign-Out Document.



McMaster University Marching Band

Bylaw 3. Summer Instrument Rentals



- 2.2. The duration of instrument sign-out must be listed in writing at the conclusion of the MMB Instrument Sign-Out document.
 - 2.2.1. The start date of any instrumental rental must take place after the incoming Executive Committee has been elected as outline in the MMB Constitution Section 8.
 - 2.2.2. The termination date of any instrument rental contract must not exceed the beginning of the Fall academic term by more than seven (7) days.
 - 2.2.3. Failure to return the instrument by this time will result in a forfeiture of the Borrower's deposit, as well as their placement on the MMB-Gone Members List as outlined in the MMB Constitution Section 4.1.1.4., upon a majority vote from the Executive Committee.
 - 2.2.3.1. Arrangements made to return the instrument later than this duration must pass unanimously within the incoming Executive Committee prior to the Fall academic term.
- 2.3. Upon sign-out, full responsibility for the instrument falls to the Borrower. Any damage or harm that comes to the instrument under their care is not, in any way, the responsibility of the band.
 - 2.3.1. In the case of Spring/Summer events with MMB, members may temporarily give responsibility to the Logistics Director or their designated substitute for the duration of travel to and from the event, as well as during the event itself.
 - 2.3.2. The Borrower will not own the instrument. As the title suggests, the Borrower is to be the single player and handler of that instrument during the time it is signed out. Any and all damage to the instrument under their care is their responsibility, regardless of the player or inflictor at the time of damage.



McMaster University Marching Band

Bylaw 3. Summer Instrument Rentals



3. Payment

3.1. The Borrower must have a total of \$100 paid to MMB as deposit prior to instrument sign-out.

3.1.1. Deposits may be negotiated to an increase or decrease by a maximum of \$25 upon a majority vote by the Executive Committee.

3.1.1.1. These votes shall only occur in extenuating circumstances related to abnormal instrument repair cost estimates or the maintenance of equitable financial accessibility.

3.1.1.2. Favouritism, discrimination, or any other form of selective cost adjustments not otherwise listed shall be grounds for impeachment of the Executive member in charge under the MMB Constitution Section 5.9.

4. Instrument Sign-In

4.1. Upon sign-in, the instrument's ownership shall be returned to MMB, by means of an Executive member.

4.2. Identical procedures for inspection, photography, and documentation will take place relative to those outlined in section 2.1.

4.3. The instrument will then be sent away for repairs by MMB. All maintenance and/or repair fees must then be deducted from the initial deposit. The difference between the initial deposit and the maintenance/repair fees will be returned to the Borrower.

4.3.1. Fees may be arranged, upon the Borrower's request, to return to the required deposit amount outlined in the MMB Constitution Section 4.2.

4.3.2. Any costs associated with maintenance and/or repair that relate to findings in Section 2.1 and 4.2 will be absorbed exclusively by MMB.

4.3.2.1. If any maintenance and/or repair relates to an undocumented aspect of the instrument, MMB will incur those costs exclusively.