



# **POLICY ON INSTRUMENTS**

**Approved on 2 March 2016**

## **RATIONALE**

1. The School aims to maintain an extensive stock of instruments for hire in order to:
  - a) Enable musicians to learn an instrument without facing the financial hurdle of purchasing an instrument; and
  - b) Enable more experienced performers to have access to a full complement of instruments.

## **DEFINITIONS**

2. In this policy the following terms stand for the following definitions:

“**Council**” means the Council of the Christchurch School of Music;

“**Hire Instrument/s**” means any instrument on hire to a student or organisation for a period of 24 hours or more, whether or not a fee is charged;

“**Performance Instrument/s**” means a doubling instrument provided on a temporary basis for the purposes of a specific performance; and

“**School**” means the Christchurch School of Music.

## **POLICIES**

3. The School will prioritise the purchase of instruments that meets the rationale outlined above.
4. The School shall use sound judgment to obtain good quality instruments at the best possible price.
5. The School will purchase instruments from funds received from: grants; fundraising; general surplus and/or the sale of surplus instruments.
6. Instruments will be hired to the students of the School at the discretion of the Office Manager or Music Director.
7. Any person who wishes to hire an instrument must, before the instrument is hired, enter into the School's Instrument Hire Agreement (see attachment A) and either pay the agreed hire fee or enter into payment arrangements.
8. The only exceptions where an instrument will be loaned, with no charge, will be:
  - a) where a student is playing in a School's performing group; or
  - b) where a School tutor requires an instrument for the purposes of teaching a School Programme; or
  - c) where an outside organisation requires an instrument as part of 'contra' arrangement.These above exceptions will be exercised at the discretion of the Music Director and the instrument must be returned within an appropriate timeframe as determined by the Music Director.
9. Performance instruments will usually be hired to performers who will be playing that instrument as part of a School's performing group with any exception at the discretion of the Music Director.
10. All hirers must adhere to the terms of the School's Instrument Hire Agreement. A copy of the School's Instrument Hire Agreement is attached to the Policy.
11. When an instrument is not hired the Schools is responsible for arranging suitable insurance cover for those instruments.
12. The School is also responsible for arranging insurance cover for all instruments valued over \$5,000, while located in New Zealand.
13. If an instrument is required to be taken overseas, evidence of appropriate insurance cover must be provided to the Office Manager and approved by the Music Director in advance of the trip.

## **PROCEDURES**

### **Purchase of instruments**

<b>Step</b>	<b>Procedure</b>	<b>Person/s responsible</b>
1. Priority of instrument purchase	The Music Director with input from the Assistant Music Director and the Heads of Department shall prepare a prioritised list of instruments for purchase and the Music Director shall present it to the Council for consideration when setting the budget.	Music Director
2. Approval of purchases	The Music Director must approve all purchases in consultation with the relevant Head of Department.  The Music Director must act in accordance with the priority list and the budget, except where the School has received a grant or donation for the purchase of a particular instrument.	Music Director
3. Replacement of instruments	The Music Director in consultation with the relevant Head of Department and in accordance with the budget, must approve replacement purchases.	Music Director

### **Hiring instruments**

<b>Step</b>	<b>Procedure</b>	<b>Person/s responsible</b>
1. Setting hire charges	The Council will review the instrument hire charges every three years. The Council may, at their discretion, choose to review the hire charges more frequently.	Council
2. Assignment of instruments	The Office Manager shall be responsible for assigning instruments in consultation with the relevant Head of Department.  The Officer Manager is responsible for notifying the appropriate Head of Department when there is a shortage of hire instruments.  Instruments shall be hired:  a) First, to returning and/or existing students; b) Secondly, to new students, on a first come first served basis; and c) Thirdly, to outside organisations for short-term hire where the Musical Director consider it appropriate.	Office Manager
3. Entering into a hiring arrangement	The Officer Manager is responsible for making sure all hirers enter into the School's Instrument Hire Agreement and pay the required hire charge or enter into a suitable payment arrangement before the instrument is provided.  If the hirer is under the age of 18, a parent or caregiver must sign the Instrument Hire Agreement on the hirer's behalf.  The Office Manager must ensure that each hire instrument is equipped with the necessary accessories before the instrument is hired. The hirer is responsible for the purchase of any items	Office Manager

	that are normally considered consumable (e.g. strings, reeds etc).	
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## Maintenance

Step	Procedure	Person/s responsible
1. Initial care instructions	Teachers are responsible for initial instruction in the day-to-day care of instruments.	Teachers
2. On going care	All hirers are responsible, as per the School's Instrument Hire Agreement, for the on going care of their instrument.  Teachers must monitor the on going care of instruments and that the required standards of care are adhered to throughout the course of the hire.	Hirers and Teachers
3. Repair work	The teacher shall be responsible for recommending any paid maintenance or repair work to the Office Manager.  The Office Manager is responsible for approving all maintenance and repair expenditures of up to an estimated value of \$75 (including GST).  The Music Director is responsible for approving all maintenance and repair expenditures of over an estimated value of \$75 (including GST).  The Office Manager in consultation with the Head of Department may determine that the repair or maintenance work should be deferred or the instrument should be replaced.  The Office Manager must ensure that the expenditure is kept within the allocated repair and maintenance budget.	Teacher, Office Manager and Music Director