

# *Kansas City Flute Choir*

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<http://www.kcflutechoir.org>

## INSTRUMENT CHECK-OUT POLICY

Part of the experience of playing in a flute choir is the opportunity to perform on a variety of flutes—C flutes, piccolos, alto and bass flutes. **The Kansas City Flute Choir has two (2) alto flutes and one (1) bass flute** available for our members to play in rehearsals and concerts. We understand that many of our members have never played these instruments before and need more than the allotted rehearsal time to become accustomed to their unique properties. Therefore, we do allow members to check out these instruments a week at a time between rehearsals.

The following instruments are available for Kansas City Flute Choir members to play during rehearsals and concerts, and to check out for home practice between rehearsals:

***Armstrong Alto Flute (1974 model, straight headjoint only): serial #74-4587***

**Replacement value = \$3,600**

***Pearl Alto Flute (model PFA 201SU, 1 straight & 1 curved headjoint): serial #11924***

**Replacement value = \$2,200**

***Jupiter Bass Flute (model JBF-523S): serial #E0114***

**Replacement value = \$3,040**

Because these instruments are handled by several players in the course of a rehearsal and concert, we ask each flute choir member to observe the following rules when the flute is in his/her possession:

- 1) Always hold the flute where there are NO keys!** Please take care not to wrap your fingers around the keys—they can bend very easily, causing the tone holes not to seal properly. Alto and bass flutes are especially difficult to play when leaks are present.
- 2) Always SPRAY the lip plate with the disinfectant spray before playing!** Several people will play on each instrument during a rehearsal or concert, so let's be vigilant about keeping the spread of germs to a minimum.

- 3) **Always SWAB out the flute and WIPE OFF the fingerprints EACH TIME before putting it into the case!** It should almost go without saying—make sure your hands are clean before you handle the flute (including your own flute); be sure to rinse out your mouth before playing, especially if you recently ate or drank something sugary. *Please make sure that all cleaning rods and cloths are returned to the proper flute case and stored inside the case cover, NOT inside the case itself.*
- 4) **YOU ARE RESPONSIBLE FOR THE FLUTE WHEN IT IS IN YOUR POSSESSION!** That means not only when you are playing it in rehearsal or performance, but also when you take it home to practice. We are happy to make the alto and bass flutes available to practice at home, but we *cannot allow* them to be taken anywhere else or to be *played* by anyone else! By signing the agreement below, you agree to be the responsible party while the flute is in your possession and are therefore liable for any loss or damage that may occur.
- 5) **Take advantage of the opportunity to practice the instrument, but please be considerate.** We try to work it out so that everyone has an opportunity to check out the alto and bass flutes at least one week each concert period. But remember—we need the flutes for rehearsals, too! If you have a flute checked out and find that you have to miss a rehearsal, *it is your responsibility to make sure that the flute is delivered to rehearsal on time!* Please call your conductor *immediately* to make arrangements.
- 6) **Be sure to sign out the flute on the sign-out sheet before taking it home with you to practice.** That will help us not only to identify who has the flute any given week but also to keep track of who has already checked it out so that we can ensure that everyone who wants to has the opportunity to practice the instrument at home.

We ask that the flute choir member and parent (or Adult Flute Choir member) sign the agreement below and return a signed copy to us. Please keep a copy for your records.

*WE, the undersigned, have read the above Instrument Check-out Policy and agree to abide by the policy. By signing this statement, we agree to take full responsibility for the alto and/or bass flutes when they are in our possession, including any damage that may occur. We understand that use of the alto and bass flutes is a privilege, and the Kansas City Flute Choir reserves the right to rescind this privilege as necessary.*

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Kansas City Flute Choir member

Date

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Parent or guardian (if KCFC member is under 18)

Date