

West Virginia University-College of Creative Arts- School of Music  
**Percussion Equipment Sign-Out Form**

*This form must be completed and approved for the loan or use of any percussion equipment being removed from the Creative Art Center for any purpose other than events directly sponsored by the School of Music.*

Name: \_\_\_\_\_ WVU Student ID Number: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Equipment (List each piece separately)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

Condition Notes (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Name/Use: \_\_\_\_\_  
Location: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_

Percussion Area Approval:  
Date Equipment Must Be Returned: \_\_\_\_\_  
Percussion Faculty/Staff Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
Date Signed-Out: \_\_\_\_\_ Date Returned: \_\_\_\_\_