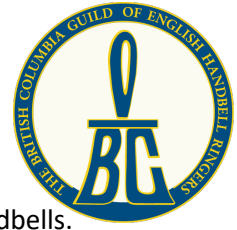


HANDBELL LOAN PROGRAM APPLICATION AND CONTRACT

British Columbia Guild of English Handbell Ringers



Application is hereby made to the **British Columbia Guild of English Handbell Ringers** (hereafter called “BCGEHR”) for the loan of BCGEHR’s 4.5-octave set of Schulmerich handbells.

Responsibilities are as outlined below:

1. The Applicant must be a member in good standing of BCGEHR and is encouraged to participate fully in the activities of the Guild. Individual membership held by the director/teacher is sufficient; a choir membership by the full group is not required.
2. The Applicant must provide proof of insurance based on the replacement value of the bells, their cases and all ancillary equipment, either under the umbrella of the institution in which they will be used, or privately.
3. The Applicant must ensure that the bells are stored in a safe, dry and secure area.
4. The Applicant must ensure that all those using the bells are taught the proper care and use of these musical instruments. *The Applicant is responsible for any damage to the bells during the loan period, or necessary repairs at the conclusion of the loan period.*
5. BCGEHR will offer reasonable assistance to the Applicant to establish the use of the bells in an existing choir or program, or the creation of a new choir.
6. All members are reminded to recognize and respect copyright laws. As a member of BCGEHR, the Applicant has the right to use the Guild’s Lending Library, subject to its policies.
7. The Applicant may apply for an additional loan period at the end of the initial period, if no other applicant is waiting for the bells.
8. At the end of the loan period, the Applicant will return the bells to BCGEHR, at a mutually agreeable place and time.
9. At the end of the loan period, the Applicant will submit a short report or article for BCGEHR’s newsletter, *Quarternotes*, describing the experience of having the bells, evaluation of the program, future plans, etc.

APPLICANT *Applications will be processed by the Guild in the order they are received*

Loan period applied for February–May 20 September–December 20

Name (school, church, institution, group) _____

Address _____

City / Postal Code _____

Phone number and email _____

Person responsible for transport, care and use of the handbells _____

Address _____

City / Postal Code _____

Phone number and email _____

Briefly outline your prior experience with handbells, if any, and your plans for their use during the loan _____

Where and how will the handbells be stored during the loan period? _____

Insurance Company _____ Policy number (or attach proof of insurance) _____

WHEN YOU HAVE COMPLETED ALL SECTIONS OF THIS APPLICATION, PLEASE SIGN BELOW. KEEP A PHOTOCOPY FOR YOUR RECORDS, AND MAIL TO THE ADDRESS INDICATED.

SIGNATURE

DATE

MAIL TO:

Janine Carscadden
BCGEHR President
#136 3780 Schubert Rd, Armstrong, BC V0E 1B8

QUESTIONS / COMMENTS?:

Contact Janine at 250.546.2486 or president@bcgehr.com

BCGEHR

Membership application received/processed _____

Date of Executive approval _____

Loan period approved _____

Arrangement for pick up/transport/return _____

PRESIDENT'S SIGNATURE

DATE