Lewis & Clark College

Music Department

0615 SW Palatine Hill Road

Portland, OR 97219

Musical Instrument Loan Procedure

Lewis & Clark College Music Department instruments may be loaned to CAS students who are enrolled in classes, lessons, and ensembles that require their use. Lewis & Clark College instruments fall under three categories: Brass/Winds/Percussion, Strings, and World Music. The instruments for each category are under the direct supervision of the designated Area Coordinator, as follows:

* For Brass/Wind/Percussion instruments, contact Brett Paschal, [paschal@lclark.edu](mailto:paschal@lclark.edu).
* For String instruments, contact Lance Inouye, [lanceinouye@lclark.edu](mailto:lanceinouye@lclark.edu).
* For World Music instruments, contact Beth Szczepanski, [beths@lclark.edu](mailto:beths@lclark.edu).

Students who wish to borrow a Lewis & Clark College instrument must complete a [Musical Instrument Loan Agreement](https://college.lclark.edu/live/files/16549-instrument-loan-form-updatedpdf) form (found on our website), to be submitted to the designated AC for approval. Students may use the instrument at no charge, but they will be responsible for returning the instrument without damage or be liable for any necessary repair or replacement costs.

In cases where an instrument is required for a class, lesson, or ensemble, and the instrument cannot be provided by the Music Department, arrangements can be made for the student to rent from a local music shop.

Unless other arrangements are made with the Area Coordinator, students are expected to store department instruments in the locker provided for that instrument.

The Music Department has very limited general locker or instrument storage space for use by CAS students who are registered for music classes, ensembles, and lessons. Please contact Brett Paschal at [paschal@lclark.edu](mailto:paschal@lclark.edu) if you are interested in signing out a locker. Unfortunately, we **cannot** accommodate storing of large instruments (e.g. double bass, percussion, harp, etc.) for students not involved in an ensemble or taking secondary lessons for credit. Please contact Brett Paschal for further information **before** you arrive on campus with a large instrument. Inquiries about locker availability should be made in the Band Library during office hours.