Loan Agreement for
Guadagnini Violin
Donated by Werner Simon

By signing below, the borrower agrees to the following terms and conditions.

Only students registered in degree programs at the University of Minnesota School of Music and School of Music faculty are eligible to use this instrument. A recommendation from the string faculty and approval of the Director of the School of Music are required prior to the loan of the instrument. The violin is not to be removed from Ferguson Hall or Ted Mann Concert Hall without the express written permission of the Director of the School of Music (obtained in advance), and then only for events in the immediate Minneapolis/St. Paul metropolitan area. If the violin is transported by car, the violin must be in the passenger compartment, never in the trunk.

Students who are allowed to use the violin will be given an orientation of its history and care by the violin faculty prior to being allowed the use of the instrument.

The instrument is to be used exclusively by the borrower and, under no circumstances is it to be loaned to any other individual. If the borrower is not using the violin while it is checked out to him/her, the violin must be locked in an instrument locker. Leaving the instrument unattended in a practice room, rehearsal space, or anywhere else is grounds for immediate loss of borrowing privileges. The borrower will be personally responsible for the safety and care of the instrument during the time period in which it is checked out to the borrower and until it is returned to the School of Music Property Manager in the same condition in which it was checked out. The School of Music Property Manager will define the condition of the instrument upon its return. The borrower is liable for all damages resulting from neglect or abuse. Any indication of the borrower's negligence during the term of use provides adequate grounds for immediate recall of the instrument and cancellation of the student's future use of any University of Minnesota School of Music owned instrument.

At the time of the loan, if the violin needs repair, the School of Music Property Manager will make arrangements with John R. Waddle Luthier for repairs. Once the violin is checked out to the borrower, if the violin needs repair (including but not limited to cleaning, polishing, varnish touch-up, and post adjustment), the repairs must be done only by John R. Waddle Luthier and will be paid for by the borrower. Upon return of the violin, the Property Manager and a violin faculty member will inspect the instrument's condition, with the Property Manager making the final decision as to the condition of the violin. The cost of any necessary repairs to bring the violin back to the condition in which it was checked out will be the responsibility of the borrower.

The violin should be handled by the neck and chin rest only, not by the varnished surfaces. The bow should not be allowed to touch the floor and should not be over-tightened. Nothing about the violin, including strings, the bridge, the sound post, the chinrest, or the rehairing of the bow, should be changed. If any of these things need change, the work must be done by John R. Waddle Luthier, and the cost of such work will be the responsibility of the borrower.

In case of theft or damage, please take the following steps:

1. Immediately notify the Director of the School of Music at 612-626-1882. Messages can be left 24 hours per day.
2. If stolen, notify local police immediately and file a police report. Get a copy of the police report.
3. Within three calendar days, submit a full written report (including a copy of the police report) to the Director of the School of Music.
Failure to follow these procedures will result in the loss of the borrower’s privileges to use any University of Minnesota School of Music instruments.

It is important to note that although the violin is insured for full value by the University of Minnesota, the insurance company is likely to initiate legal action against the borrower to recover the full value of the instrument. To avoid liability, the borrower must be able to prove the loss or damage was not caused by negligence.

The violin must be returned by the due date. The School of Music Property Manager must acknowledge by signature the receipt of the instrument and its condition. Late returns will be fined $100 per day for each day after the due date the violin is not turned in. If the violin is not turned in two weeks after the due date, the instrument will be considered lost or stolen, and the appropriate action with the insurance company and the police will be followed.

No less than two weeks prior to a recital, concert, or any performance using this violin, the borrower will send invitations to:

Dr. Werner Simon  
8915 River Ridge Road  
Bloomington, MN 55425

Mr. John Waddle  
2032 St. Clair Ave.  
St. Paul, MN 55105

No less than three weeks prior to a recital, concert, or any performance using this violin, the borrower will send an e-mail to the public relations office in 200 Ferguson alerting them to the fact that he/she will be using the Guadagnini violin, so they can acknowledge the donation in the program.

I have read and agree to all of the above regulations, terms, and conditions.

Signature of borrower ________________________________  Date ________________

Faculty recommendation:
I recommend that the above named person be allowed to use the Guadagnini violin for the period of ___________________________ through ___________________________ for rehearsals and performances.

Signature of string faculty advisor ________________________________  Date ________________

String faculty advisor printed name ________________________________

Director approval:
I authorize the above use as recommended by the string faculty.

Signature of the Director of the School of Music ________________________________  Date ________________

Date of return: ________________________________

Signature of School of Music Property Manager ________________________________  Date ________________