



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Policy 3453.05 – Music Instrumental Rental Fund **Board Policy Statement approved on December 18, 2017**

In order to ensure all students have access to the musical performing arts, the Consolidated School District of New Britain will maintain and number of instruments, which may be rented out to students to allow their participation in band and/or orchestra.

Rental Fees

The Superintendent or their designee shall set an annual rate for instrument rental within the district. Students will pay this fee at the beginning of the year and it shall be non-refundable. All rental fees should be collected in the form of a check or money order made out to CDSNB Instrument Rental Fund. Each student or family will be given a written receipt of payment and the individual music teachers will maintain a record of student rentals, including amount paid and a description or asset control number for the instrument rented.

In the case of extraordinary circumstances the district may, at the discretion of the Superintendent or their designee, waive the rental fee any student.

Use of Funds

The rental fees collected shall be maintained in a separate special revenue fund managed by the district. The use of these funds shall be for the maintenance, replacement, or purchase of instruments to be used as part of the instrument rental program as well as other necessary equipment to maintain the safety and security of the instruments.

All expenditures from this fund shall be subject to the policies of the Board of Education, including bid and purchase order procedures.

The Superintendent may request these funds to be used for another expense related to the fine arts department. Any such request shall require Board approval.



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Administrative Procedure**

There is no administrative procedure on file for Policy 3453.05 – Music Instrumental Rental Fund.