

NASHVILLE AGO CHAPTER GUIDELINES FOR USE OF THE ORGELKIDS ORGAN KIT

The Organ Kit may only be rented and used by a Nashville Chapter member. To schedule a date, contact Stephen Cook (scook@nashvillewpc.org). The kit may be picked up four days before the scheduled date and must be returned four days after the event unless another booking precludes this. It is housed at Westminster Presbyterian Church of Nashville.

Any Chapter member borrowing the instrument must have attended a class presented by the chapter regarding the assembly, care, and packing of the instrument within one year prior to use of the kit. The Chapter will hold a class regarding the assembly, care, and packing of the instrument at least once a year in August or September.

There is a \$50 rental fee per use when borrowed by a chapter member for use in their church where they are either employed or a volunteer leader in the church's music program. In addition, a \$100 deposit which will be refunded upon return of the organ kit in the condition it was borrowed. Both are payable by check prior to picking up the instrument. The \$50 rental fee and \$100 deposit applies to use in any church except for Westminster Presbyterian Church of Nashville who will be housing the organ kit. A church that is chosen to house the organ kit will not be required to pay rental or deposit fees.

If the organ kit is to be used in a setting other than a member's church where they are employed or a volunteer leader, it must be approved by the Executive Committee in advance. This would include using it in a school, museum, or other setting. In these cases, there would be no rental or deposit fee. However, the organ kit must not be left in any of these places. The chapter member borrower must keep the organ kit with themselves in a secure location.

The kit may not be shipped but rather must be transported via a vehicle by a Nashville AGO Chapter member within the middle Tennessee and southern middle Kentucky not more than one hundred miles from Nashville without consent of the Executive Committee of the chapter.

When picking up the instrument, the Chapter member either signs a rental agreement when picking up the organ kit or may bring a signed copy with them which can be printed off from the website.