

NASHVILLE AGO CHAPTER ORGELKIDS ORGAN KIT INSTRUMENT LOAN AGREEMENT (For use with member at non-church venues)

Instrument to be borrowed: Nashville AGO Chapter's Orgelkids USA Organ Kit

Name of Chapter Member Borrower Place of Use

Dates and duration of loan

Borrower takes receipt: _____

Returned: _____

Borrower's initials:

The borrower agrees to be responsible for the instrument listed above and its cases and ***must be with the instrument when it is being used and when not being used, it must be in a secure location in their home.*** It is the borrower's responsibility to ***immediately assess the condition*** of the instrument and cases upon taking receipt of them, **notify** the Chapter's contact person of any observed damage or missing components, and **maintain the current condition** of the instrument and cases while in their possession. The borrower understands that repair due to natural "wear and tear" of the instrument will be covered by Nashville AGO Chapter. The borrower understands they are responsible for the security of the instrument for this duration. The borrower understands that any damage or loss caused by misuse, abuse, or negligence on the part of the borrower or those under their care will be the responsibility of the borrower, and the borrower will **notify Nashville Chapter's contact person immediately.** Please read and initial the points of care on the second page of this agreement. The borrower will **refrain from attempting to repair or modify** the instrument in any way. The borrower may not transfer the instrument to any other party unless previously coordinated with and approved by the Executive Committee of the Nashville AGO Chapter or their designee at the above designated time. The loan includes insurance coverage of the instrument if it is accidentally damaged. Loss is also covered in the case of fire or non-negligent theft, and if substantiated by a fire or police report.

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Name and address where the organ kit will be used (printed):

Borrower's Name (printed): _____

Borrower's Address where the organ kit will be secured (printed):

Borrower's Signature: _____

Date: _____

Here are some considerations that **EVERYONE** assisting with an Orgelkids build needs to keep in mind during the build, and *some (but not all)* are appropriate to announce to the participants ahead of the build. Instructions on how to lay out the parts to conduct the build with a group can be found in the Assembly Overview manual that accompanies each kit, so this is not a "how to" but just a quick "what to watch for". Thanks for helping us keep our widely-shared kit in tip top shape.

What to watch out for, behaviors to avoid, ANNOUNCEMENTS to make before starting:

- WRITING UTENSILS NEED NOT PARTICIPATE: For classroom settings: Before the build, **put away** all pencils and writing utensils capable of marking. Initial:
- BLOWING ON PIPES: People ARE welcome to blow through the pipes, however please do demonstrate at the beginning of the build the PROPER WAY TO BLOW ON PIPES: People may wrap their hand around the foot (stalk at end) of the pipe and then put **their mouth on their hand** to blow. By blowing on their hand, they are avoiding putting their mouth directly on the pipe. Initial:

Borrower's Name: _____

- SCREW HOOKS ON KEYS: Please leave the screw hooks on the keys alone. The screw hooks on the keys should NOT be turned or adjusted, even though the keyboard might be uneven. Initial: _____
 - The keyboard can be leveled somewhat by swapping trackers between the lowest and highest hanging keys, if needed
- HOLE & SLOT ETIQUETTE: Even though humans tend to find holes irresistible and want to poke and explore with their fingers, make the point that **only WIND should be passing through ANY holes or slots in this kit** (no fingers, please). Please don't put fingers in the mouths of pipes or into the tops of the open pipes. This includes the slot at the back of the open pipes... **This next part you might not want to spend time on or call attention to, OR you may wish to use it as a jumping off point to a discussion about the effect of length of pipe on pitch.* That tiny chip of wood at the bottom of the slot was carefully glued there by the pipe builder to adjust the tuning. It was not a mistake and you will not be doing us a favor or improving the organ by removing it. Initial: _____
- HEAVY PARTS: There are heavy components (windchest, toe board and reservoir bellows) that need to be lifted into or slid into the frame. Make sure your builders have help or enough hands & spotters. Only adults should lift the toe board with all of the pipes into place atop the windchest as it is heavy and delicate and costly. Initial: _____
- SUPPORTING THE BELLOWS when carrying:
 - Bellows, both the **feeder** bellows and the **reservoir** bellows, need to be **lifted as a whole** with their weight supported. Initial: _____
 - Do not carry the feeder bellows by their handles (those are just for pumping)
 - Do not carry the reservoir bellows by the weighted top... the bellows will tear!

Most importantly... ENJOY! Have FUN with the organ!
Thank you for helping bring the King of Instruments to more people.